ECS Pro

Vendor Order Processing

Release 4.1

Enterprise™ Computer Systems, Inc.

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Table of Contents

Chapter 1: Introduction 1

Overview 1
Programs at a Glance 1
Accessing the Vendor Order Processing Module 3
Purchase Order Types 4
Purchase Order Statuses 5
Purchase Order Line Statuses 7

Chapter 2: Purchase Order Entry 9

Overview 9
Before You Begin 9
Procedure for Building a Purchase Order 10
Purchase Order Header 10
Cursor Position on Entry 12
Pre-Header Information 13
Main Header Information 15
Purchase Orders for Cooperative Vendors 32
Purchase Order Lines 37
Line Options 49
Line Functions 57
Miscellaneous Items 68
Purchase Order Totals 69
Faxing a Purchase Order 75
Records Updated by Purchase Order Entry 77
Sample Purchase Orders 80

Chapter 3: Purchase Order Features 83

Overview 83
Header Features 83
Functions Features 84
Utilities Features 85
Lines Features 87
Totals Features 87
Header Features 87
Recalling a Purchase Order 87

Functions Features 95
Utilities Features 113
Transaction Selection Inquiries 141
Totals Features 154

Chapter 4: Purchase Order Entry Inquiries . 157

Overview 157
Purchase Order Inquiries 157
Current Transaction Inquiries 157
Item Inquiries 158
Transaction Inquiries 159
Vendor Inquiries 160
Purchase Order Totals Inquiry 161
Product Line Totals Inquiry 162
Purchase Order Dates Inquiry 163
Relationships Inquiry 165
Current Line Totals 166
Current Line Order Information Inquiry 167
Quick Item Inquiry 168
Item Prices Inquiry 170
Item Prices and Cost Inquiry 173
TruServ Inquiry 176

Chapter 5: Creating Purchase Orders from Orders 183

Overview 183
Before You Begin to Create Purchase Orders 184
Purchase Order Creation Procedure 185
Order Selection Criteria 186
Order Line Selection 188
Order Line Selection Reports 195
Purchase Order Line Change Features 203
Purchase Order Creation 211

Chapter 6: Pre-Purchase Order Entry 215

Overview 215
Pre-Purchase Order Maintenance 215
Pre-Purchase Order Report 221

Chapter 7: Purchase Order Status Information 225

Overview 225
Purchase Order Transaction Inquiry 226
Purchase Order Inquiry Criteria 227
Selecting a Purchase Order 230
Displaying a Selected Purchase Order 231
Inquiries and Utilities 234
Detailed Header Inquiries 234
Detailed Line Inquiries 240
Line Discount Information 242
Central PO Information 243
Line Receipt Information 244
Purchase Order Inquiry Utilities 249
Purchase Order Transaction Report 253
Item Purchase Order Inquiry 259
Item Purchase Order Report 262
Vendor Inquiry 266
About the Detailed Inquiries 269
Detailed Purchasing Inquiries 271
Detailed Accounts Payable (AP) Information Inquiries 278
Detailed Miscellaneous Inquiries 288
Vendor Purchase/Fulfillment Report 294
Buyer Purchase/Fulfillment Report 305
Purchase Commitment Report 313

Chapter 8: Forecasting & Replenishment Management 319

Overview 319
Forecasting Management 319
Replenishment Management 319
Quantity Position Inquiry 320
Inventory History Report 324
Buyer's Guide Report 331
Long Range / Critical Order Report 335
Low Stock Alert Report 342
Inventory Aging & Turnover Report 345
Inventory Overstock Report 348

Item History Replenishment Report 351

Chapter 9: Receipt Entry 363

Overview 363
Before You Begin 363
Receipt Entry Procedure 364
Exiting Receipt Entry 366
Receipt Entry Option 367
Receiving Existing Purchase Orders 368
Purchase Order Selection Criteria 369
Entering Manual Receipts 379
Receipt Entry for Manual Receipts 380
Receiving Tally Items 385
Tally Receipt Distribution 389
Order to Purchase Order Interface 390
Receiving Partially 391
Line Options 393
Receipt Functions 400
Receipt Totals 407
Updating and Printing a Receipt 416
Sample Receipt Document 419
Records Updated by Receipt Entry 424
Order to Purchase Order Interface 427
Entering Receipt Lines 429
Receipt Entry Inquiries and Utilities 435
Receipt Inquiries 435
Receipt Utilities 440

Chapter 10: Receipt Transaction Information 447

Overview 447
Before You Begin 447
Receipt Transaction Inquiry 448
Receipt Transaction Criteria 449
Detailed Inquiries and Utilities 454
Detailed Header Inquiries 455
Detailed Lines Inquiries 462
Receipt Inquiry Utilities 470
Receipt Transaction Report 472
Item Receipt Inquiry 476
Item Receipt Report 479

Chapter 11: Vendor Notes Maintenance · · · 483

Overview · · ·

Layout Report 562
Print Layout Template 565
PO Copy Type Preferences 568
Assigning Layouts to Purchase Orders 573
Assigning Layouts to a Purchase Order Copy Type 576
Modifying the Fields to Print 578
Deassigning a Layout 579
Duplicating a Layout 580
Modifying Miscellaneous Preferences 584
Printing a Utility Report 590
Vendor Order Processing Utilities 591
Fix Quantity on Purchase Order 592
Criteria for Inventory Records to Fix 593
Fix Vendor on Purchase Order Amount 595
Purchase Order Entry Log Report 597
PO Locking Maintenance 598
Inventory History Creation 601
How Inventory History Records are Created 602

Chapter 1: Introduction

Overview

We recommend that you read the ECS Pro User's Guide before proceeding with this manual. You must be familiar with the general keystrokes and lookups as well as the ECS Pro Interface.

The intended audience for this manual is anyone involved in ordering merchandise, receiving merchandise, or reporting and forecasting your inventory.

This manual discusses the following Vendor Processing applications and procedures:

- Building, editing, and creating purchase orders
- Reporting purchase orders
- Entering receipts
- Reporting receipt history
- Reporting inventory item status
- Tracking item history
- Forecasting inventory needs

Programs at a Glance

The Vendor Order Processing module is divided into eight areas as shown on the Vendor Order Processing Main Menu:

- Purchase Order Entry
  - Create Purchase Order from Order
  - Pre-Purchase Order Entry
  - Pre-Purchase Order Maintenance
  - Pre-Purchase Order Report
- Purchase Order Status Information
  - PO Transaction Inquiry
  - PO Transaction Report

  - Item PO Inquiry
  - Item PO Report
  - Vendor Inquiry
  - Vendor Purchase/Fulfillment Report
  - Buyer Purchase/Fulfillment Report
  - Purchase Commitment Report
- Forecasting Management
  - Quantity Position Inquiry
- Replenishment Management
  - Inventory History Report
  - Buyer's Guide Report
  - Long Range/Critical Order Report
  - Low Stock Alert Report
  - Inventory Aging and Turnover Report
  - Inventory Overstock Report
  - Item History Replenishment Report
- Receipt Entry
- Receipt Transaction Information
  - Receipt Transaction Inquiry
  - Receipt Transaction Report
  - Item Receipt Inquiry
  - Item Receipt Report
- Vendor Notes
  - Vendor Notes Maintenance
  - Vendor Notes Report

Access the following programs from the Maintenance pull-down menu:

- Permanent PO Maintenance
- PO Business Rules
- PO Entry Screen Maintenance
- PO Layout Maintenance
- PO Copy Type Preferences

- Preferences

Access the following programs from the Utilities pull-down menu:

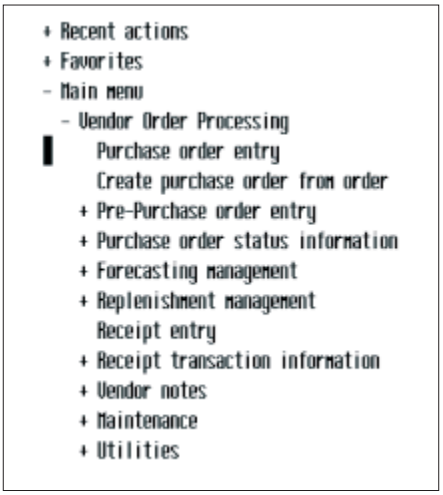
- Fix Quantity on PO
- Fix Vendor on PO Amount
- PO Entry Log Report
- PO Locking Maintenance
- Inventory History Creation

Refer to Chapter 12: Vendor Order Processing Maintenance and Utilities and your System Preferences Guide for more information about these programs.

Accessing the Vendor Order Processing Module

Access the programs in the Vendor Order Processing module from the Vendor Order Processing Main Menu and its action bar:

- On the ECS Pro Main Menu, press **<Spacebar>** until your cursor is positioned in front of Vendor Order Processing.
- Press **<Enter>** to expand the Vendor Order Processing menu as shown below.
- Press **<Enter>** again to select the program of your choice.



Vendor Order Processing Main Menu

Purchase Order Types

You can build six different types of purchase orders in Purchase Order Entry. Since you can report and inquire about these purchase orders, it is important to understand the purpose of each type. Each purchase order type is identified by a number, a short name, or an abbreviation as defined in the table below.

Purchase Order Types

Type	Description	Short Name	Abbreviation
1	Standard purchase order	STANDARD	STD
2	Special purchase order	SPECIAL	SPEC
3	Credit/return purchase order	CREDIT	CRED
4	Drop ship purchase order	DROPSHIP	DROP
5	Central purchase order	CENTRAL	CENT
6	Reload purchase order	RELOAD	RLD

You can build purchase orders for cooperative buying service companies such as TruServ and Hardware Wholesalers, Inc. (HWI) using any of these six purchase order types. Refer to Purchase Orders for Cooperative Vendors in Chapter 2: Purchase Order Entry for more information.

Standard Purchase Order (Type 1)

Use a standard purchase order for the regular purchasing of items for stock. Enter this type of purchase order using the Purchase Order Entry program.

Special Purchase Order (Type 2)

Use a special purchase order when you are ordering items not normally stocked (nonstock items), unusual quantities of an item, or other circumstances that require special ordering for a particular customer. Enter special purchase orders using the Purchase Order Entry program, the Create Purchase Order from Order program, or the order to purchase order interface.

Credit/Return Purchase Order (Type 3)

A credit/return purchase order allows you to build a purchase order for merchandise that is being returned to the vendor for which you receive a credit.

Drop Ship Purchase Order (Type 4)

Use a drop ship purchase order to order goods that are shipped directly to a customer location without receiving them into your inventory. Enter drop ship purchase orders using the Purchase Order Entry program, the Create Purchase Order from Order program, or the order to purchase order interface.

Central Purchase Order (Type 5)

A central purchase order enables you to build a purchase order to purchase items for all locations, rather than just one location at a time. The quantity to be purchased can be specified for each individual location.

Reload Purchase Order (Type 6)

Use a reload purchase order when the items you are purchasing are delivered by train, barge, or truckload to a location (other than your location), but the items are not off-loaded. Rather than receive the entire shipment at once, you intend to receive specified quantities as they are ordered by your customers and ship them to the customer directly from that location.

For example, assume that you have purchased an entire train car load of lumber. This lumber is delivered to a train station some distance from your location, and remains there in the railroad car. Each time a customer orders these lumber items, you receive the quantity shipped to that customer. You can then perform inquiries on this reload purchase order to determine the quantity of lumber remaining to be received.

Purchase Order Statuses

As each purchase order on your system goes through the process of being built, accepted, printed, and received, ECS Pro assigns five different statuses to a purchase order as defined in the table below. You may not be able to perform some functions on a specific purchase order depending on its status.

Purchase Order Statuses

Status	One-Letter Abbreviation	Abbreviation
entered	E	ENTR
accepted	A	ACCP
backordered	B	BKOR
received	R	RECV
canceled	C	CNCL

Entered Status

A purchase order with a status of entered has been partially entered using the Purchase Order Entry program. The information that has been entered is saved on your system and will not be lost. However the actual purchase order has not been accepted. You cannot print or receive a purchase order that has not been accepted.

Accepted Status

Having a status of accepted means that a purchase order has been entered and updated on your system using the Purchase Order Entry program. You can print and receive purchase orders with this status.

Backordered Status

A backordered purchase order is one that has been entered, accepted, and partially received. The portion of the purchase order that has not yet been received has been placed on backorder.

Received Status

When a purchase order has a status of received, it has been entirely received using the Receipt Entry program.

Canceled Status

A canceled purchase order, canceled using the Cancel Current PO feature in the Purchase Order Entry program, is no longer open but you can still report and inquire on it.

Purchase Order Line Statuses

Just as a status is assigned to each purchase order on your system, a status is also assigned to each line of a purchase order as defined in the table below. Depending on its status, you may not be able to perform some line options or line functions on a specific purchase order line.

Purchase Order Line Statuses

Abbreviation	Status
E	entered
A	accepted
B	backordered
R	received
C	canceled

Entered Status

A purchase order line with a status of entered has been entered onto the purchase order. The line information that has been entered is saved on your system and will not be lost. However, the line has not actually been accepted. You cannot print or receive a line that is not accepted.

Accepted Status

A purchase order line with a status of accepted means that the purchase order line has been entered and accepted on the purchase order. You can print and receive purchase order lines with this status.

Backordered Status

A purchase order line with a status of backordered is a purchase order line that has been entered, accepted, and partially received. The portion of the purchase order line that has not yet been received has been placed on backorder.

Received Status

When a purchase order line has a status of received, it has been entirely received using the Receipts Entry program.

Canceled Status

A canceled purchase order line, canceled from the purchase order using the Cancel Line feature in the Purchase Order Entry program is no longer an open order but you can still report on canceled purchase order lines.

Chapter 2: Purchase Order Entry

Overview

Use the Purchase Order Entry program to build purchase orders for the items that you purchase from vendors. This module also lets you perform various functions and utilities on the purchase order or purchase order lines. You may also call up other purchase orders to work with, perform a variety of inquiries, and more.

This manual discusses the numerous functions and capabilities of the Purchase Order Entry program. This chapter discusses the procedure for building a purchase order, while the various functions, inquiries and utilities that are useful, but not required, to build a purchase order are discussed in following chapters.

Before You Begin

Numerous programs are available for establishing your company's preferences in the areas of purchase order creation. The fields that are displayed in the Purchase Order Entry program, and the way in which you interact with them, are dependent on the preferences that are set using these programs. These preferences and programs should be established before you begin building purchase orders:

- Purchase Order Preferences – discussed in your System Preferences Guide
- Purchase Order Business Rules – discussed in this manual
- PO Copy Type Preferences – discussed in this manual
- Purchase Order Layout Maintenance – discussed in this manual
- Purchase Order Pre-Header by Sessions Preferences – discussed in your System Manager's Guide
- Purchase Order Entry Screen Maintenance – discussed in this manual
- Purchase Order Screen by Session Preferences – discussed in your System Manager's Guide
- Purchase Order Printer by Session Preferences – discussed in your System Manager's Guide

Procedure for Building a Purchase Order

Building a purchase order requires entry of information in three different areas:

- Header section--Consists of information pertinent to the purchase order as a whole, and applies to all lines on the purchase order. This includes information such as the purchase order type, purchase order number, and vendor information.
- Lines section--Consists of information about each line entered on the purchase order, such as the line number, item, quantity, and cost.
- Totals section--Consists of information about the total amount of the purchase order, such as the tax amount, purchase order amount, and estimated freight amount. It allows you to complete the purchase order and update the information in the records.

A different screen represents each of these areas. You can move freely between the three screens as you build each purchase order. It is not necessary to complete all entries on a screen before accepting it and displaying the next one, and you may return to the previous screen at any time to view information.

The normal progression for creating a purchase order is as follows:

- Enter and accept the header information
- Enter all items to be ordered and accept them
- Enter and accept the totals information

Throughout this procedure, many functions, inquiries, and utilities are available. These features include ways to move around in the lines of a purchase order, ways to inquire about an item to determine how much to order, ways to inquire whether product line or cost group total targets are being met, and more.

Purchase Order Header

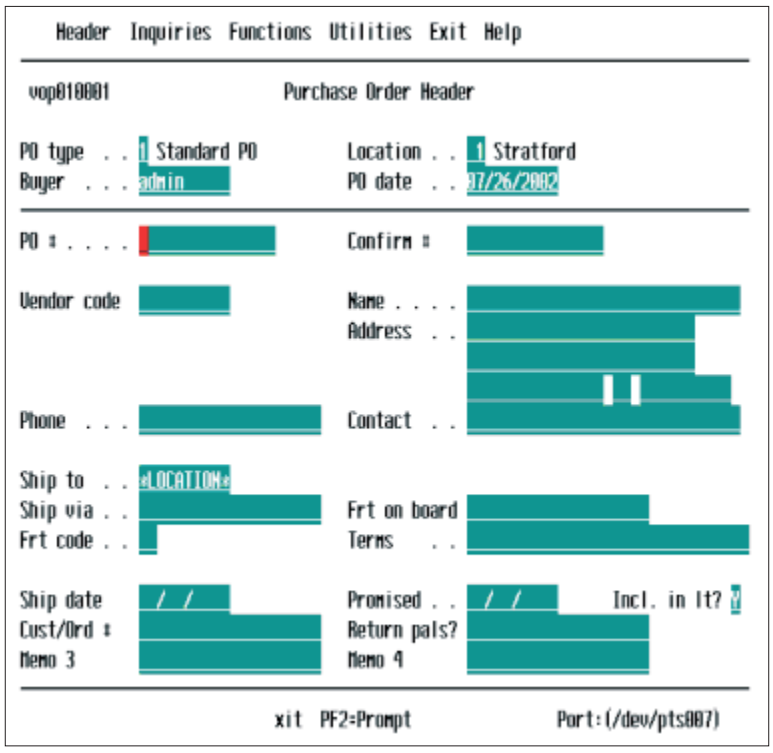
When you access the Purchase Order Entry program, the Purchase Order Header screen is displayed. This screen is divided into two portions: the pre-header portion at the top of the screen and the main header portion.

Use the pre-header portion for entry of information that is likely to be the same for a number of purchase orders you enter during one session, while the main header portion contains information pertaining to each purchase order built.

For example, you may sit down to enter several purchase orders that will be the same type, for the same location, for the same buyer, and the same date. Preferences can be set in such a way to enable the pre-header fields to automatically display the desired values for each of the purchase orders you intend to build, eliminating the need to enter them each time.

Both portions of the Purchase Order Header screen are discussed in detail in this section. After entering the information in both portions, the cursor moves to the Purchase Order Lines screen (unless you are building a purchase order for a cooperative buying service company such as HWI or TruServ. Refer to "Purchase Orders for Cooperative Vendors" later in this chapter for more information.)

You may exit the Purchase Order Entry program at any time. However, you should be aware that doing so without saving the information causes any information you have entered to be lost.



Purchase Order Header screen

If you try to exit the Purchase Order Entry program after assigning a purchase order number, an error message is displayed. You must save the purchase order before exiting the program.

Cursor Position on Entry

Normally, the cursor is positioned in the same field each time you return to the Purchase Order Header screen after building a purchase order. However, the first field in which the cursor stops may not necessarily be the first one on the screen, the **PO type** field. Using the Purchase Order Pre-Header by Session Preferences program, you can set the cursor to stop at either the **PO type** field or the **PO #** field. If the selected field is not active for the purchase order screen you are working with, the cursor stops in the first active field.

When you initially access the Purchase Order Entry program from the menu, the cursor may not begin in the field specified in the Purchase Order Pre-Header by Session Preferences program. This depends on the default values specified for the pre-header fields. If the cursor is set to stop first in the **PO type** field, the cursor begins in the **PO type** field when you first access the Purchase Order Entry program, and on all purchase orders you create thereafter until you change the preference.

Similarly, if the cursor is set to stop first in the **PO #** field and none of the default values specified in that program are *PREVIOUS*, the cursor begins in the **PO #** field when you first access the Purchase Order Entry program, and on all purchase orders you create thereafter until you change the preference.

However, if the cursor is set to stop in the **PO #** field first and *PREVIOUS* has been specified for the default value at any of the pre-header fields, the cursor stops in the **PO type** field first upon initial access of the Purchase Order Entry program. But thereafter the cursor stops first in the **PO #** field on all purchase orders you create until you change the preference. This happens upon initial access of the Purchase Order Entry program, because there are no previous values to be displayed, since no purchase orders have previously been entered.

*If the default value for any of the pre-header fields is set to *NONE* in the Purchase Order Pre-Header by Session Preferences program, the cursor always begins in the **PO type** field.*

Refer to your System Manager's Guide for more information and instructions for the Purchase Order Pre-Header by Session Preferences program.

Pre-Header Information

Four fields are displayed in the pre-header portion of the Purchase Order Header screen. These fields are always displayed, although they may or may not contain default values, which is determined by your company's preferences established using the Purchase Order Pre-Header by Session Preferences program. If default values are displayed at all four fields, you can modify any of these fields or move to the lower portion of the screen.

Refer to your System Manager's Guide for more information about how to set default values for the pre-header fields.

*Recalled purchase orders with statuses of Accepted or Backordered are indicated in the upper right corner of the pre-header portion by the word *Accepted* or *Backordered*, respectively. Refer to "Recall a Purchase Order Feature" in Chapter 3 for more information. Refer to Chapter 1 for more information about purchase order statuses.*

Purchase Order Type

For each purchase order you build, you must specify a purchase order type (by number) in the **PO type** field. Purchase order types are listed below with their corresponding numbers and are discussed in detail in Chapter 1 of this manual.

1	Standard Purchase Order
2	Special Purchase Order
3	Credit/Return Purchase Order
4	Drop Shipment Purchase Order
5	Central Purchase Order
6	Reload Purchase Order

Depending on how your System Manager has set your company's preferences, a default purchase order type may be displayed in this field. The name of the purchase order type is displayed to the right of the number.

A screen must have been established and assigned to the purchase order type you enter. Screens are established using the Purchase Order Entry Screen Maintenance program, which is discussed in detail in Chapter 12: Vendor Order Processing Maintenance and Utilities. Screens are assigned to purchase order types using the Purchase Order Screen by Session Preferences program.

If you enter the drop shipment purchase order type, the Ship To Address window opens allowing you to enter the ship to address. This window is discussed later in this section.

When entering a purchase order type, each buyer can only build purchase orders of the types indicated using the Buyer Maintenance program in Primary File Administration, and only for the specified locations. Therefore, if a buyer and/or location are displayed in the pre-header portion of the Purchase Order Header screen, the purchase order type you enter must be one that this buyer is allowed to build at this location. Refer to your Primary File Administration manual for more information about establishing buyer records.

Once you press **<Do>** *to accept the Purchase Order Header screen and continue to the Purchase Order Lines screen, the purchase order type cannot be changed.*

Location

At the **Location** field, enter the number of the location for which this purchase order is being built. You must enter an existing location number. Your company's locations are maintained using the Location Maintenance program in Primary File Administration.

Depending on how your System Manager has set your company's preferences, a default location may be displayed in this field. The name of the location is displayed to the right of the number.

On central purchase orders, the location you enter in this field is the location at which to receive all the ordered merchandise. You may transfer items ordered for other locations after you receive them.

When entering a location, each buyer can only build purchase orders of the types indicated using the Buyer Maintenance program in Primary File Administration, and only for the specified locations. Therefore, if a purchase order type and/or buyer are displayed in the pre-header portion of the Purchase Order Header screen, the location you enter must be one for which this buyer is allowed to build this type of purchase order. More information about establishing buyer records is available in the Primary File Administration manual.

Buyer

Enter your buyer code in the **Buyer** field, or the buyer code of the buyer purchasing the items on this purchase order. The code you enter must be an existing buyer code up to 10 characters established using the Buyer Maintenance program in Primary File Administration.

When entering a buyer code, each buyer can only build purchase orders of the types indicated using the Buyer Maintenance program in Primary File Administration, and only for the specified locations. Therefore, if a purchase order type and/or location is displayed in the pre-header portion of the Purchase Order Header screen, the buyer code you enter must be the code of a buyer who is allowed to build this type of purchase order for this location. More information about establishing buyer records is available in the Primary File Administration manual.

Purchase Order Date

The purchase order date is the date on which this purchase order is being built. Enter the date for this purchase order in the format MM/DD/YYYY in the **PO date** field. Depending on how your System Manager has set your company's preferences, a default date may be displayed in this field.

Main Header Information

The fields that are displayed in the main header portion of the Purchase Order Header screen may differ depending on the purchase order type. Fields can be made inactive on these screens, meaning that are not displayed at all, or they can be given limited access, in which case they are displayed but you cannot modify them.

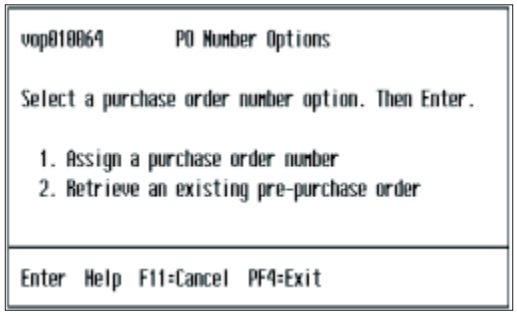
*To change information in fields that are not modifiable, on the Purchase Order Header screen, access the Activate All Limit Access Fields feature from the **Header** pull-down menu to make these fields active for this purchase order only. This feature is discussed in detail in Chapter 3: Purchase Order Features.*

Purchase Order Number

Enter the number up to 15 characters to assign to the purchase order you are building in the **PO #** field. This can be a manual entry, can be assigned by the Purchase Order Entry program, or can be the number of an existing pre-purchase order. You are not required to enter a purchase order number. If you leave the field blank, the Purchase Order Entry program assigns the purchase order number when you accept the purchase order, according to the preferences set using the Purchase Order Number Preferences program.

To make a manual entry, enter a unique number, different from any other purchase order number on your system.

To assign the next available purchase order number or to use an existing pre-purchase order number, press **<Prompt> (PF2)** to open the PO Number Options window.


vop010064 PO Number Options
Select a purchase order number option. Then Enter.
1. Assign a purchase order number
2. Retrieve an existing pre-purchase order
Enter Help F11=Cancel PF9=Exit

PO Number Options window

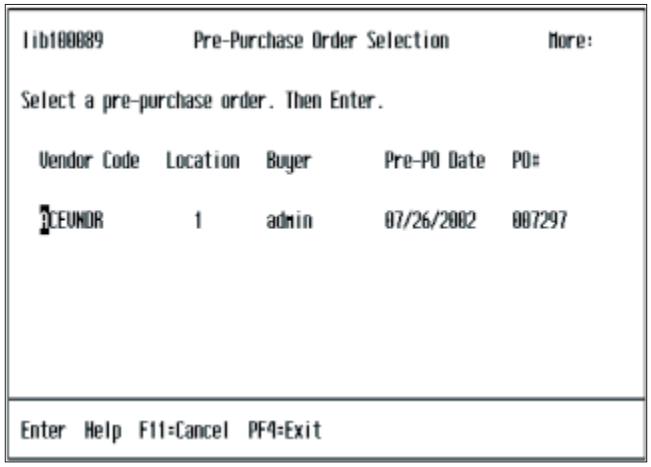
Choose **Assign a purchase order number** to have the Purchase Order Entry program assign the next available purchase order number on your system. To use the purchase order number and information assigned to an existing pre-purchase order, select **Retrieve an existing pre-purchase order**.

Your System Manager can set feature security for both options in this window, preventing some operators from accessing the features. Refer to your System Manager's Guide for more information about setting feature security.

Depending on how the PO Number Entry Option is set in the Vendor Order Processing Preferences program, you may not be allowed to manually enter a purchase order number. If this is the case, press ***<Prompt> (PF2)*** *in the* ***PO #*** *field to assign or retrieve a purchase order number. Refer to the System Preferences Guide for more information about this program.*

When you choose to assign the next available purchase order number, it is displayed in the **PO #** field. The available purchase order numbers are determined according to the preferences set using the Vendor Order Processing Preferences program. Refer to your System Preferences Guide for more information and instructions about this program.

By choosing to retrieve a pre-purchase order, you can select one from those on your system. Pre-purchase orders are established using the Pre-Purchase Order Maintenance program discussed in Chapter 6: Pre-Purchase Order Entry. Pre-purchase orders are a quick way of establishing purchase order information and assigning a purchase order number without taking the time to build an entire purchase order. Upon choosing **Retrieve an existing pre-purchase order** from the PO Number Options window, the Pre-Purchase Order Selection window opens, listing all unprocessed pre-purchase orders on your system.

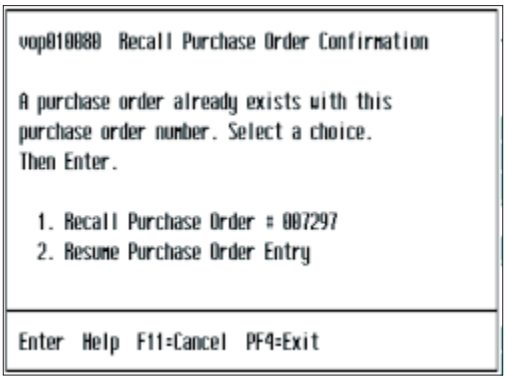

lib100089 Pre-Purchase Order Selection More:
Select a pre-purchase order. Then Enter.
Vendor Code Location Buyer Pre-PO Date PO#
CEVNDR 1 admin 07/26/2002 007297
Enter Help F11=Cancel PF9=Exit

Pre-Purchase Order Selection window

For each pre-purchase order, the vendor code, location, buyer code, pre-purchase order date, and purchase order number are listed. The pre-purchase order you select is displayed in the **PO #** field. Additionally, the purchase order date, location, buyer, and vendor are derived from the pre-purchase order information, and are displayed on the Purchase Order Header screen.

If you are manually entering a purchase order number and the number you have chosen is already assigned to an existing purchase order, the Recall Purchase Order Confirmation window opens, allowing you to recall the specified purchase order. If you don't want to recall the displayed purchase order number, you are returned to the Purchase Order Header screen where you must enter a different purchase order number.

If you are already working on a recalled purchase order or if there are item lines on the current purchase order, the Purchase Order Header window does not open because you are not permitted to override the displayed purchase order number.


vop010080 Recall Purchase Order Confirmation
A purchase order already exists with this
purchase order number. Select a choice.
Then Enter.
1. Recall Purchase Order # 007297
2. Resume Purchase Order Entry
Enter Help F11=Cancel PF9=Exit

Recall Purchase Order Confirmation window

Confirmation Number

The confirmation number of a purchase order is a number that the vendor has given you to reference this purchase order. This number is useful when communicating with the vendor, since the purchase order number generated in the Purchase Order Entry program on your system has no meaning to the vendor. Enter any number up to 15 digits in the **Confirmation #** field.

Vendor Code

Enter the code of the vendor from which the items on this purchase order are being purchased in the Vendor code field. The code you enter must be an existing vendor code up to 10 characters.

Once you enter a vendor code on the Purchase Order Header screen, values that are held in the vendor's record are displayed in all fields of vendor information on the screen. This includes the vendor name, vendor address, account number, telephone number, your contact with this vendor, method of shipment (Ship via), freight on board (Frt on board), freight code (Frt code), and terms. The cursor is positioned on the first active field on the screen. If the vendor record you chose does not contain values for all the displayed fields; you can enter the information.

If the vendor code you enter corresponds to a miscellaneous vendor, all information held in the vendor's record is displayed except for the name, address, telephone number, and contact. You can enter these fields for a miscellaneous vendor, even if they are limited-access or display only fields.

Name

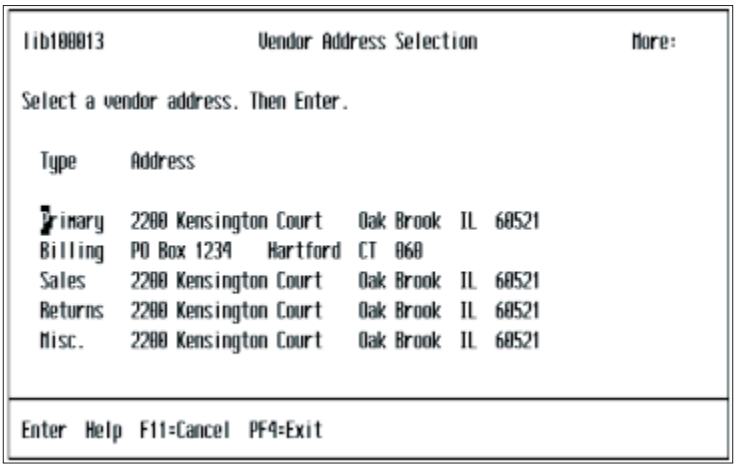
The vendor's name is displayed upon entry of a vendor code, as long as a name exists in the vendor record of the Vendor Maintenance program in Primary File Administration. If the vendor name is not displayed, or if this is a miscellaneous vendor, enter up to 30 characters for the vendor's name.

Address

The vendor's address is displayed upon entry of a vendor code, as long as an address exists in the vendor record of the Vendor Maintenance program in Primary File Administration. The address that is displayed is the vendor's sales address, unless this is a credit purchase order. For credits and returns, the return address is displayed. If the vendor address is not displayed, or if this is a miscellaneous vendor, enter an address for the vendor, or choose from any of the addresses available for this vendor.

Refer to the Primary File Administration manual for more information about vendor records.

If this purchase order is to be sent to a different address for the selected vendor, you can choose from the existing addresses by pressing **<Prompt> (PF2)** at any portion of the **Address** field, with the exception of the state/province portion. The Vendor Address Selection window opens, displaying the vendor's address for each address type: primary, billing, sales, returns and miscellaneous. The address you select is displayed in the Address field on the Purchase Order Header screen.


lib100013 Vendor Address Selection More:
Select a vendor address. Then Enter.
Type Address
Primary 2200 Kensington Court Oak Brook IL 60521
Billing PO Box 1234 Hartford CT 060
Sales 2200 Kensington Court Oak Brook IL 60521
Returns 2200 Kensington Court Oak Brook IL 60521
Misc. 2200 Kensington Court Oak Brook IL 60521
Enter Help F11=Cancel PF9=Exit

Vendor Address Selection window

When entering an address for the vendor, enter up to 24 characters for the street address and/or post office box for this vendor at each of the two address lines. On the third line, enter up to 16 characters for the city, the two-character code for the state or province, and the zip code or other postal code assigned to the area in which this vendor is located. If you are not sure of the two-character state/province code to enter, press **<Prompt> (PF2)** when the cursor is on that portion of the **Address** field to open the State/Province Selection window and choose one from there.

Account Number

After entering a vendor code, the account number assigned to this vendor is displayed below the vendor code, if this information exists in the associated vendor record. If you enter the vendor code of a miscellaneous vendor on the purchase order, an account number is not displayed, because this information does not apply to this type of vendor.

Phone

The telephone number that is displayed is the vendor's primary voice telephone number. The vendor's primary voice telephone number is displayed upon entry of a vendor code, as long as a voice telephone number exists in the vendor record of the Vendor Maintenance program in Primary File Administration. If the phone number is not displayed, or if this is a miscellaneous vendor, enter a telephone number up to 20 characters to use to contact this vendor (special characters such as dashes and parentheses are acceptable). You can also choose from any of the telephone numbers that are available for this vendor in Vendor Maintenance. Using that program, you can establish any number of telephone numbers for each vendor on your system. Refer to the Primary File Administration manual for more information about vendor records.

If a different telephone number was used to contact the selected vendor regarding this purchase order, you can choose from the existing telephone numbers for the vendor by pressing **<Prompt> (PF2)** in the **Phone** field. When you press this function key, the Vendor Phone Selection window opens listing all telephone numbers for the selected vendor. For each phone number, the description and telephone number are displayed.

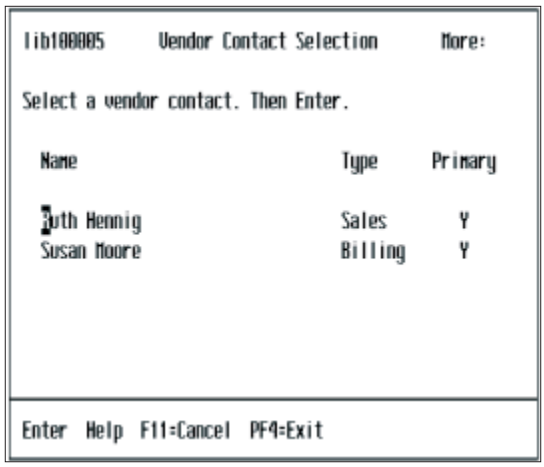
Vendor Phone Selection window

Contact

The contact is the name of the person you use as your primary sales contact with this vendor, unless this is a credit/return purchase order. For credits and returns, the contact you use should be the primary returns contact, if this vendor has one.

The contact name is displayed upon entry of a vendor code, as long as a primary sales contact exists (or a returns contact for credit purchase orders) in the vendor record of the Vendor Maintenance program in Primary File Administration. If the contact is not displayed, or if this is a miscellaneous vendor, enter up to 30 characters for the contact name, or you can choose from any of the contacts for this vendor in Vendor Maintenance. Using the Vendor Maintenance program, you can establish any number of contacts for each vendor on your system. Refer to the Primary File Administration manual for more information about vendor records.

If the person you spoke with was not the primary sales contact for the selected vendor, you can choose from the existing contacts for the vendor by pressing **<Prompt> (PF2)** in the **Contact** field. The Vendor Contact Selection window opens, listing all contacts for the selected vendor. For each contact, the contact name and contact type are displayed, as well as an indication of whether each contact is the primary contact. For instance, if two billing contacts are listed, the one who is the primary billing contact is displayed a **Y f**or yes in the Primary column, and the other is displayed an **N**.


lib100005 Vendor Contact Selection More:
Select a vendor contact. Then Enter.
Name Type Primary
Ruth Hennig Sales Y
Susan Moore Billing Y
Enter Help F11=Cancel PF9=Exit

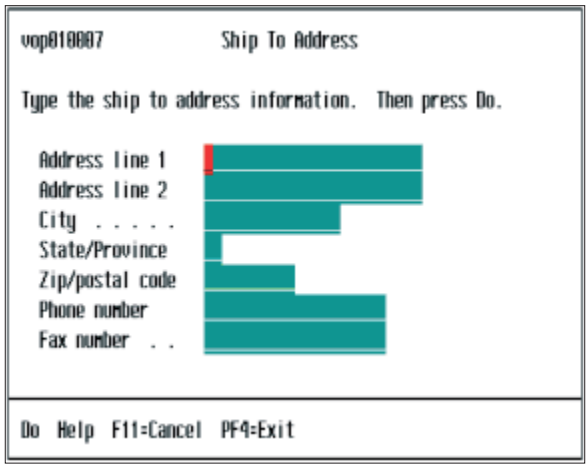
Vendor Contact Selection window

Ship To

If the items you are purchasing are to be shipped to an address other than the address of your location, you can enter that address in the **Ship to** field. This is especially useful for drop shipment purchase orders, which are delivered directly to one of your customers, as well as, for reload purchase orders. This address prints on the purchase order so that the vendor will deliver the merchandise directly to that address.

Two entries are possible in the **Ship to** field: *LOCATION* or *ENTERED*. The default value that is initially displayed in this field is *LOCATION* unless this is a drop shipment purchase order and a ship to address has already been entered. An entry of *LOCATION* means that the shipment should be delivered to your company's location. If a ship to address has previously been entered, *ENTERED* is displayed in this field. Press **<Enter>** to accept the displayed value, or press **<Fields> (PF3)** to enter or edit a ship to address. Manual entries are not acceptable in this field.

Pressing **<Fields> (PF3)** in the **Ship to** field causes the Ship To Address window to open, allowing you to enter the address and telephone numbers of the customer or location to which the merchandise should be delivered.



Ship To Address window

*The Ship To Address window opens automatically when you enter purchase order type 4 (drop shipment purchase order) in the **PO type** field.*

Enter up to 24 characters for the street address of the ship to address for each of the two address lines.

Enter up to 15 characters for the name of the city in which this address is located in the **City** field.

Enter the two-character code for the state or province in which this address is located in the **State/Province** field. If you are not sure of the two-character code for the state, press **<Prompt> (PF2)** to open the State/Province Selection window.

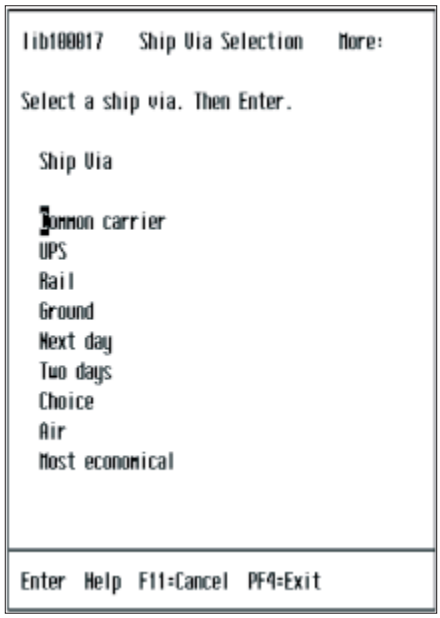
Enter the zip code or other postal code assigned to the area in which this address is located in the **Zip code** field

Enter up to 20 characters for the telephone number at this address (special characters such as dashes and parentheses are acceptable) in the **Phone number** field.

Enter up to 20 characters for the telephone number of the facsimile machine at the ship to address in the **Fax number** field. Entering special characters is acceptable.

Ship Via

The value in the **Ship via** field indicates the method this vendor uses to ship merchandise to you. This shipping method is displayed upon entry of a vendor code, as long as a ship via method exists in the vendor record of the Vendor Maintenance program in Primary File Administration. You can press **<Enter>** to accept the displayed ship via method, or enter another method up to 20 characters if the purchase order should be shipped in a different manner. Use one of the shipping methods by pressing **<Prompt> (PF2)** to open the Ship Via Selection window.



Ship Via Selection window

Freight on Board

Freight on board is the location from which you are charged freight for shipments from this vendor. For example, assume you are located in Connecticut. You order merchandise from a vendor who is primarily located in California, but has a distribution center in Nashville, Tennessee. Since your orders from this vendor are shipped from the distribution center in Tennessee, you are charged for freight only from Tennessee, and not California. The freight on board value is displayed upon entry of a vendor code, as long as one has been entered in the vendor record using the Vendor Maintenance program in Primary File Administration. You can press **<Enter>** to accept the displayed freight on board value, or enter another value of up to 20 characters if freight must be paid from a different location for the purchase order.

Freight Charges

Freight charges on your purchase orders can be paid in one of four ways, each of which is represented by a code that must be entered in the **Frt code** field.

Freight Charges Code and Definition

Code	Description	Definition
FC	Freight collect	Freight charge is collected upon delivery.
SB	Shipper bills	You are billed by the shipper for the freight charge.
VB	Vendor bills	You are billed by the vendor for the freight charge.
VP	Vendor pays	Freight charge is paid by the vendor.

The freight code is displayed upon entry of a vendor code, as long as one has been entered in the vendor record using the Vendor Maintenance program in Primary File Administration. Press **<Enter>** to accept the displayed freight code, or enter another code if freight for the purchase order is paid by a different method. If you are unsure of the freight code to enter as you are building a purchase order, press **<Prompt> (PF2)** to open the Freight Code Selection window listing the freight codes from which to choose.

Freight Code Selection window

Terms

The **Terms** field represents any discount percentage offered by this vendor. This information is commonly referred to as terms. Press **<Fields> (PF3)** to enter or modify a vendor's billing terms up to 35 characters, for the purchase order. The terms are displayed upon entry of a vendor code, as long as terms have been entered in the vendor record using the Vendor Maintenance program in Primary File Administration.

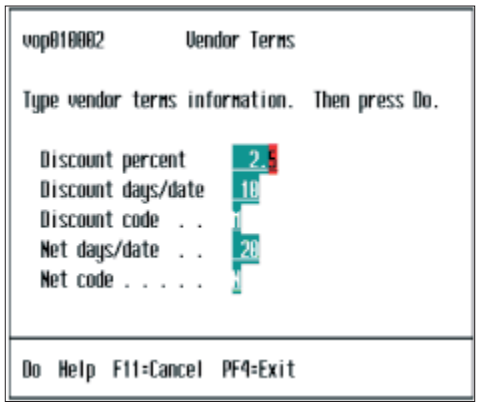
Terms information is normally represented by a phrase of text that prints on the purchase order for the vendor. Some examples of terms phrases are listed in the table below, along with a definition of what each one means.

Sample Terms Phrases

Terms	Definition
Net 20 days	No discount is offered for early payment of invoice; invoice must be paid in 20 days to avoid late or finance charges.

Terms	Definition
Net 10th	No discount is offered for early payment of invoice; invoice must be paid by the 10th of the month to avoid late or finance charges.
2% 10 days, Net 30 days	A 2% discount is applied if invoice is paid in 10 days; invoice must be paid in 30 days to avoid late or finance charges.
1% 15th, Net 30 days	A 1% discount is applied if invoice is paid by the 15th of the month; invoice must be paid in 30 days to avoid late or finance charges.
2% 10th prox, Net 30th	A 2% discount is applied if invoice is paid by approximately the 10th of the month; invoice must be paid by the 30th of the month to avoid late or finance charges.

When you press **<Fields> (PF3)** in the **Terms** field to enter or edit billing terms for a vendor, the Vendor Terms window opens requiring you to enter the terms information. If terms have been established for this vendor using the Vendor Maintenance program, the current value for each field is displayed. You can accept the terms as they are displayed or modify them for this purchase order. When your entries are accepted, the values are interpreted to result in a meaningful phrase to both you and the vendor, and are displayed in the Terms field on the Purchase Order Header screen.


vop810002 Vendor Terms
Type vendor terms information. Then press Do.
Discount percent
Discount days/date
Discount code . .
Net days/date . .
Net code . . . . .
Do Help F11=Cancel PF4=Exit

Vendor Terms window

Discount Percent

Enter the percentage of the discount offered by this vendor when the invoice is paid early in the **Discount percent** field. Enter any discount up to four digits, including two decimal places, from 0.00 to 99.99. If no discount for prompt payment is offered, leave this field blank and move to the next field.

Discount Days/Date

Enter up to three digits for either the number of days or the date by which an invoice must be paid to receive the discount for prompt payment in the **Discount days/date** field. Enter any number of days from 0 to 365 or any day of the month from 1 to 30. Either type of entry is acceptable.

For example, if you receive a two-percent discount if you pay invoices for this vendor by the 15th of the month, enter 15 in this field. Conversely, if you receive the discount if you pay invoices in 10 days, enter 10 in this field. Whether your entry is interpreted as a specific date or a number of days is determined by the code you enter in the **Discount code** field. If no discount for prompt payment is offered, leave this field blank.

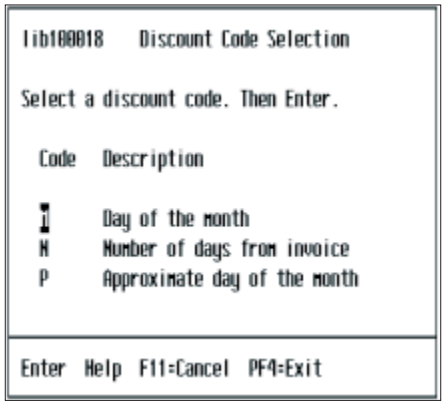
Discount Code

The discount code is a one-character code that determines how your entry in the **Discount days/date** field is interpreted. Three entries are acceptable in the **Discount code** field: M, N, or P.

Enter the code that describes the discount offered by this vendor in the Discount code field. If you are unsure of the code to enter, press **<Prompt> (PF2)** to look up the correct code. When you press this function key, the Discount Code Selection window opens listing the acceptable codes.

Discount Codes and Definitions

Code	Description	Definition
M	Day of the month	Discount is offered when invoice is paid by a specific date, which is entered in the Discount Days/Date field.
N	Number of days from invoice	Discount is offered when invoice is paid in a specific number of days from the date of the invoice, which is entered in the Discount Days/Date field.
P	Approximate day of the month	Discount is offered when invoice is paid approximately by a specific date, which is entered in the Discount Days/Date field.


lib100018 Discount Code Selection
Select a discount code. Then Enter.
Code Description
D Day of the month
N Number of days from invoice
P Approximate day of the month
Enter Help F11=Cancel PF4=Exit

Discount Code Selection window

Net Days/Date

Enter up to three digits for either the number of days or the date by which an invoice must be paid to avoid late charges or finance charges in the **Net days/date** field. Enter any number of days from 0 to 365 or any day of the month from 1 to 30. Either type of entry is acceptable. For example, if you must pay invoices for this vendor in 30 days, enter 30 in this field. Conversely, if you must pay invoices by the 25th, enter 25 in this field. Whether your entry is interpreted as a specific date or a number of days is determined by the code you enter in the **Net code** field.

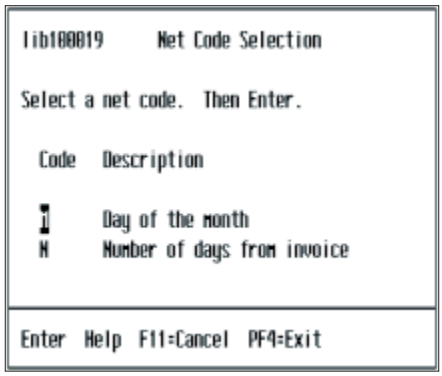
Net Code

The net code is a one-character code that determines how your entry in the Net days/date field is interpreted. Two entries are acceptable in the **Net code** field: M or N.

Net Code and Definitions

Code	Description	Definition
M	Day of the month	Invoice must be paid by a specific date, which is entered in the Net Days/Date field.
N	Number of days from invoice	Invoice must be paid in a specific number of days from the date of the invoice, which is entered in the Net Days/Date field.

Enter the code that describes the time frame in which invoices from this vendor must be paid in the **Net code** field. If you are unsure of the code to enter, press **<Prompt> (PF2)** to look up the correct code. When you press this function key, the Net Code Selection window opens, listing the acceptable codes.


lib100019 Net Code Selection
Select a net code. Then Enter.
Code Description
I Day of the month
N Number of days from invoice
Enter Help F11=Cancel PF4=Exit

Net Code Selection window

Ship Date

The ship date of your purchase order is the date on which this vendor intends to ship the merchandise to you. Enter the expected ship date in the form MM/DD/YYYY.

Promised Date

Enter the date this vendor has promised to deliver the merchandise to you in the **Promised** field. The date you enter here becomes the expected receipt date stored for this purchase order. Enter this date in the form MM/DD/YYYY.

If you don't enter a date, the expected receipt date is calculated using the purchase order date and the average lead time for the vendor.

Include in Lead Time?

At the **Incl. in LT?** field, indicate whether you want the lead time on this purchase order to be included in the calculation of the average lead time for the items included on it. You may not want to include the lead time on this purchase order if it is a special order and will therefore take longer to be delivered, or if you have paid to have the shipment expedited. Allowing extremely unusual lead times to be included in this calculation can result in inaccurate average lead times for these items. Enter **Y** for yes if the lead time on the purchase order is to be included in calculations of average lead time, or enter **N** for no if it is not to be included.

A default value is displayed in the **Incl. in LT?** field. However, the value that is displayed depends on the type of purchase order you are building. On standard and central purchase orders, the default value in this field is **Y** for yes. On all other purchase order types, **N** for no is the default value in this field.

Memo Fields

At the bottom of the Purchase Order Header screen, four separate fields are available to hold any information about the purchase order. Each of these fields can hold up to 20 characters. The names assigned to these fields, as well as the type of data they accept can be determined by your System Manager using the Purchase Order Memo Field Preferences program. Depending on how these preferences are established, none, some, or all the four memo fields may be displayed, and they may accept either alphanumeric entries or only numeric entries. Refer to your System Preferences Guide for more information and instructions about the Purchase Order Memo Field Preferences program.

For example, if you sometimes have to pay for the pallets on which merchandise is delivered, you may want to indicate whether to save these pallets. In this case, your System Manager might have set up a memo field to display "Return pals?" and you would enter **Y** for yes or **N** for no accordingly for each purchase order you enter.

You also may want to indicate whether a forklift should be available at the time of delivery. Your System Manager might have set up a memo field to display "Lift req?" and you would again enter **Y** for yes or **N** for no accordingly for each purchase order. These fields can also have labels such as Memo 1, Memo 2, etc., where operators can enter any information specific to the purchase order.

When you convert existing orders into purchase orders, you can have the customer code from each order copied into one of the four memo fields, or you can have the order number copied into one of them. You can even have the customer code copied into one memo field and the order number copied into another. If you want this information copied from your orders into memo fields on your purchase orders, select the appropriate setting for the Order to PO - Customer Code Memo preference and the Order to PO - Order # Preference in the Vendor Order Processing Preferences program. Refer to your System Preferences Guide for more information and instructions.

Purchase Orders for Cooperative Vendors

Your company may use a cooperative vendor such as Hardware Wholesalers, Inc. (HWI), or TruServ to purchase goods. The Purchase Order Entry program provides special purchase order types that can only be used if your company purchases through one of these buying service companies. To use one of these special purchase order types, the vendor code of the cooperative vendor must have been established using the preferences in the appropriate Vendor Communications module.

For example, if your company uses TruServ as a cooperative vendor to purchase merchandise, your System Manager must use the preference program in the TruServ Communications Processing module to establish TruServ as the vendor. For information and instructions about setting preferences for a Vendor Communications module, refer to the appropriate Vendor Communications Processing manual.

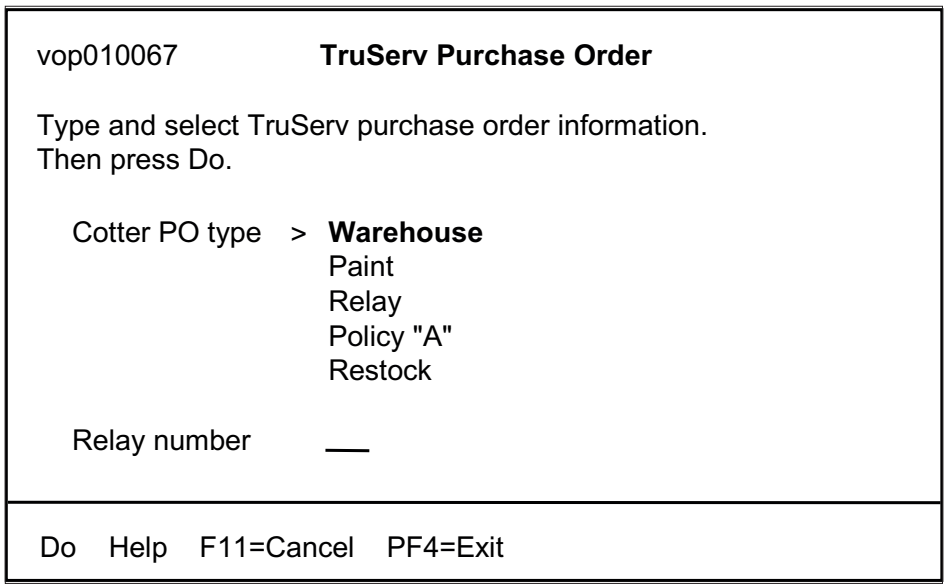
After you enter the vendor code of the cooperative vendor on the Purchase Order Header screen, as well as any other information, an appropriate window opens when you accept the information. The information required for TruServ and HWI purchase orders is discussed in the following sections.

TruServ Purchase Orders

A TruServ purchase order is used in conjunction with the TruServ Communications Processing module only. This purchase order type is not available to you unless your company has purchased and installed this communications module. In addition, you must have established a TruServ vendor using the preference program in TruServ Communications Processing.

Use the TruServ purchase order type to build purchase orders to transmit to the cooperative buying service company, TruServ, if you purchase through them for any of your locations. However, you are not required to build only TruServ purchase orders to transmit to them, you can use other purchase order types as well.

When you create a purchase order for TruServ and enter the vendor code of your TruServ vendor, the TruServ Purchase Order window opens when you accept the Purchase Order Header screen. This window allows you to choose a TruServ purchase order type, and enter a relay number.



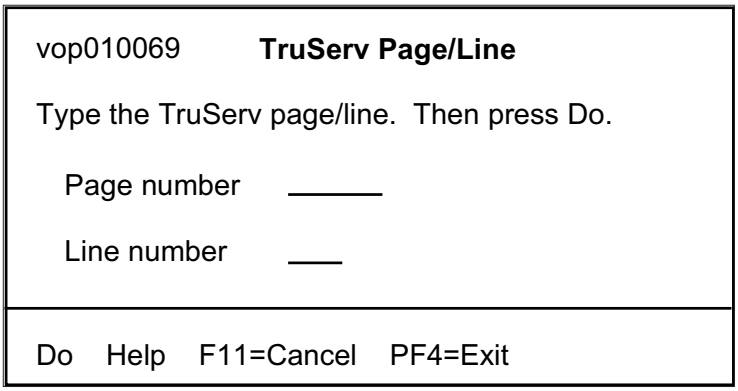
TruServ Purchase Order window

There are five types of TruServ purchase orders, which are listed below and defined in the documentation you received from TruServ:

- Warehouse
- Policy A
- Paint
- Restock
- Relay

For TruServ relay purchase orders, you must also enter a relay number up to three digits. Do not enter a relay number for any other type of TruServ purchase order.

Upon entering an item code on a TruServ relay purchase order, the TruServ Page/Line window opens, requiring you to enter the page number and line number where the item can be found in the appropriate TruServ catalog. Press **<Do>** to accept the entered information.



TruServ Page/Line window

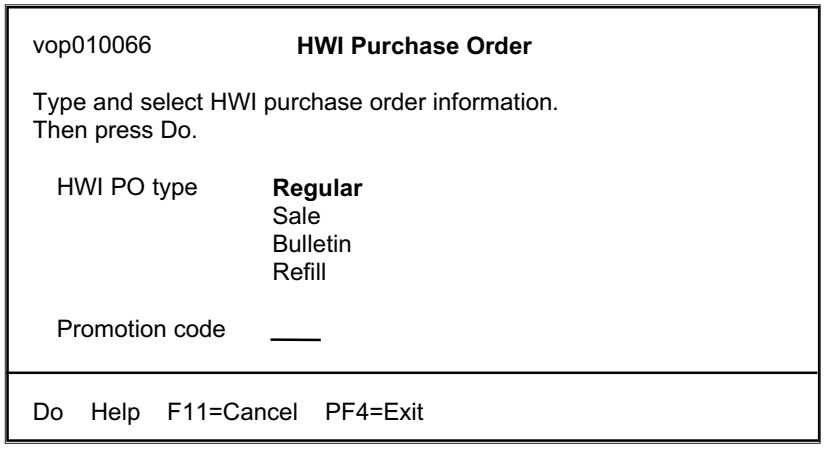
Refer to the documentation you received from TruServ for further information about TruServ purchase orders. Refer to the TruServ Communications Processing manual for information about transmitting purchase orders to TruServ.

HWI Purchase Orders

An HWI purchase order is used in conjunction with the HWI Communications Processing module only. This purchase order type is not available to you unless your company has purchased and installed the HWI Communications Processing module. In addition, you must have established a vendor using the preference program in that module.

Use this purchase order type to build purchase orders to transmit to the cooperative buying service company, Hardware Wholesalers Inc., if you purchase through them for any of your locations. However, you are not required to build only HWI purchase orders to transmit to them, you can use other purchase order types.

When you are creating a purchase order for HWI, the HWI Purchase Order window opens, allowing you to choose the HWI purchase order type and enter a promotion code.



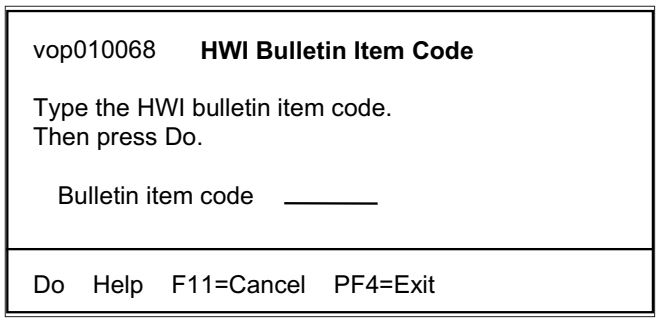
HWI Purchase Order window

There are four types of HWI purchase orders, which are listed below. The documentation you received from HWI defines these purchase order types.

- Regular
- Bulletin
- Rale
- Refill

For HWI sale purchase orders, you must also enter a promotion code of exactly two characters. For HWI bulletin purchase orders, you must enter a promotion number of exactly four characters. Do not enter a promotion code for HWI regular or refill purchase orders. When the regular or refill electronic POs are transmitted to HWI, the Transmit code fields will contain the promotion code.

Upon entering an item code on an HWI bulletin purchase order, the HWI Bulletin Item Code window opens, requiring you to enter the HWI bulletin item code up to six digits for the item. Press **<Do>** to accept the entered code.


vop010068 HWI Bulletin Item Code
Type the HWI bulletin item code.
Then press Do.
Bulletin item code
Do Help F11=Cancel PF4=Exit

HWI Bulletin Item Code

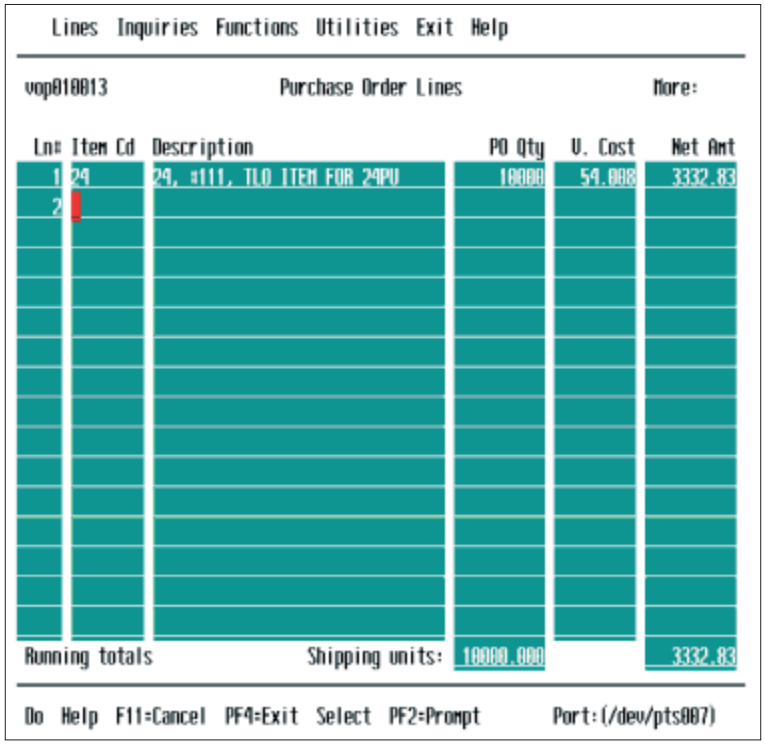
Refer to the documentation you received from HWI for further information about the HWI purchase order types. Also, refer to your HWI Communications Processing manual for information about transmitting purchase orders to HWI.

Anticipated Cost Group Purchases

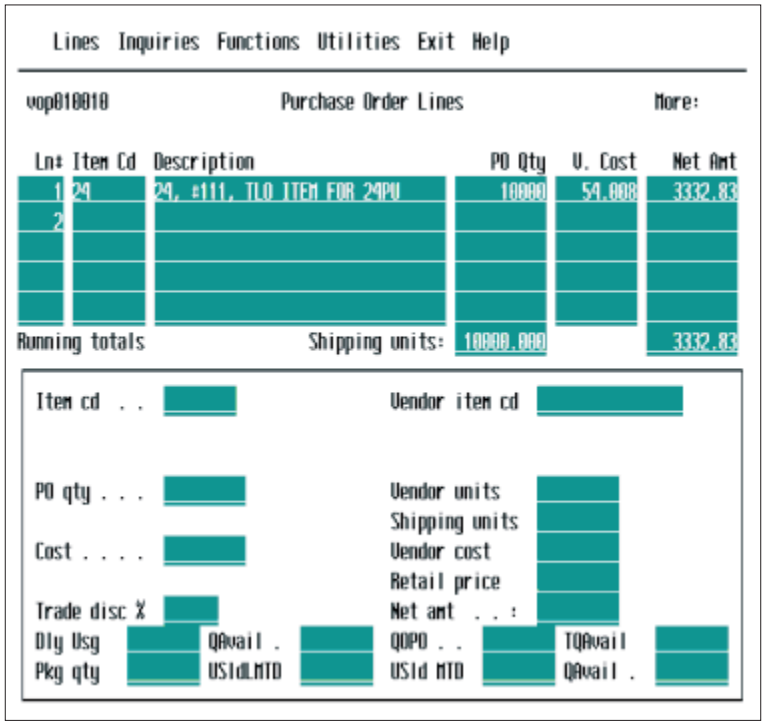
If you intend to use cost group breaks to the best advantage, it is beneficial to establish anticipated cost group purchases before you begin entering purchase order lines. This can be done using the Enter Anticipated Cost Group Purchases feature, available from the **Functions** pull-down menu. Anticipated cost group purchases are discussed in detail in Chapter 3: Purchase Order Features. Refer to your Primary File Administration manual for information and instructions about establishing cost group breaks.

Purchase Order Lines

Once you have entered all purchase order header information and accepted it, the Purchase Order Lines screen is displayed. Enter the information about the items to purchase on this screen. The Purchase Order Lines screen can is initially displayed in one of two ways when you are building a purchase order. It can be displayed as a full screen containing a scrolling list of purchase order lines or as a split screen. In the split screen, the top portion contains a scrolling list of the actual purchase order lines, and the lower portion is a line detail window for entry of the information for each item being purchased. In addition, if the Purchase Order Lines screen is initially displayed as a split screen, the cursor can be positioned in either section.



Purchase Order Lines screen (full-screen)



Purchase Order Lines screen (split-screen)

The type of screen that is displayed, as well as the positioning of the cursor, depends on the screen you are using for the purchase order type you are building. Purchase order screens are established using the Purchase Order Entry Screens Maintenance program, discussed in Chapter 12: Vendor Order Processing Maintenance and Utilities. These screens are assigned to specific purchase order types by your System Manager using the Purchase Order Screen by Session Preferences program, which is discussed in your System Manager's Guide.

Regardless of the type of screen that is displayed, you can change the screen by utilizing a feature available from the **Lines** pull-down menu. When you are working in the split screen, select **Full screen** to convert the screen to a full screen of scrolling purchase order lines. When you are working in the full screen, select **Split screen** to convert the screen to a split screen. This feature is covered in more detail later in this chapter.

To move the cursor between the detail window and the scrolling line list when using the split screen, press **<F12>**. Use this key to toggle the position of the cursor back and forth between these two portions of the split screen.

Scrolling Line List

When the cursor is in the scrolling line list on either the split or full screen, you can enter items by entering the item code, quantity, and cost of the item. Each line number is assigned by the Purchase Order Entry program and is displayed in the **Ln#** column. As you enter each line, running totals for the total number of shipping units and the net amount of the purchase order are displayed at the bottom of the scrolling list. Additionally, if you are using the split screen, information is displayed in the line detail window as you enter the information on the line. Refer to the following discussion of the line detail window for definitions of the fields that are displayed.

Item Code

Enter the item code of the item to purchase in the **Item Cd** column. The code you enter must be an existing item code up to eight characters previously established on your system using the Item Maintenance program in Primary File Administration. If you are unsure of the item code to enter, press **<Prompt> (PF2)** to look up the correct item. You may also enter the item by scanning it using a bar code reader, or by entering any other alternate code assigned to the item using the Alternate Code Maintenance program.

If you are building a purchase order for a cooperative vendor such as TruServ or HWI, a window may open when you enter the item code, requiring you to enter special item information. Refer to "Purchase Orders for Cooperative Vendors" earlier in this chapter for more information.

An item/vendor record should also exist for this item with the vendor on this purchase order. Item/vendor records are established using the Item Maintenance program in Primary File Administration. When an item/vendor record exists for this item and vendor, the vendor information is displayed in the line detail window as you enter the line information.

If no item/vendor record exists for this item with this vendor, the information for the primary vendor of this item at this location is displayed. If no item/vendor record exists, and no primary vendor exists for this item, a message is displayed, warning you that no vendor item code exists for this item. Upon clearing the message, the cursor is positioned in the line detail window if you are using the split screen. If you are using the full screen, the cursor remains positioned on the line, and you must use the Split Screen feature on the **Lines** pull-down menu to access the line detail window on the split screen.

Once the item code has been entered, the item description is displayed in the **Description** column, and the cursor moves to the **PO Qty** column. Additionally, if a value for the cost is held in the item/vendor record for this item, that cost is displayed in the **Cost** column. This information is also displayed in the line detail window if you are using the split screen.

Some items that are established on your system have special considerations that must be taken into consideration when these items are entered on a purchase order. The table below lists some special types of items that you may be entering on purchase orders, and the special considerations you must make for them. Refer to your Primary File Administration manual for more information about the different types of items that can be established on your system.

Special Considerations for Item Types

Item Type	Special Considerations
Assembly items	Only types 2 and 0 can be entered on a purchase order.
Common items	Cannot be entered on a purchase order.
Miscellaneous items	Must be entered using the line detail window. Vendor information may also be entered, regardless of whether these fields are enabled on the screen you are using.
No item/vendor record	Must be entered using the line detail window. Vendor information may also be entered, regardless of whether these fields are enabled on the screen you are using.
Nonstock items	Must be entered using the line detail window. Vendor information may also be entered, regardless of whether these fields are enabled on the screen you are using.
Special order items	Must be entered using the line detail window. Vendor information may also be entered, regardless of whether these fields are enabled on the screen you are using.
Tally items	Tally header items and tally individual items can be entered on a purchase order. When a tally header item is purchased, the tally individuals are specified when the item is received.

Purchase Order Quantity

The purchase order quantity is the quantity of this item to purchase, in your stocking unit of measure. Enter any quantity up to six digits in the **PO Qty** column. You may not enter decimal quantities in this field. When you enter this quantity, the net amount is calculated and is displayed in the **Net Amt** column if a cost is displayed, and the cursor moves to the **Cost** column. This information is also displayed in the line detail window if you are using the split screen.

If you are working with a central purchase order, and automatic central quantity distribution is enabled for this purchase order, the Central Quantity Distribution Entry window opens when you enter a quantity on a purchase order line. Refer to the section "Enter Central Purchase Order Distribution Option" later in this chapter for more information.

Vendor Cost

A cost is displayed in the **Vendor cost** field if a value for the vendor's cost is held in the item/vendor record for this item. The value that displays is determined by the PO Entry Replacement Cost Option preference. Use this preference to use the vendor item unit cost or the item replacement cost. Refer to your System Preferences Guide for more information.

You can accept the displayed cost, or you can enter a cost for the item in the vendor's costing unit of measure. Enter a cost up to eight digits, including three decimal places. Any item cost breaks and line discounts are calculated in the displayed cost. Cost group breaks are also calculated if anticipated purchases have been entered. If you enter a new or modified cost, the amount in the **Net Amt** column is recalculated and is displayed on this line, and the cursor moves to the **Item Cd** column on the next purchase order line. This information is also displayed in the line detail window if you are using the split screen.

The amount that is displayed in the Net Amt column is calculated by multiplying the purchase order quantity by your cost in your costing unit of measure (PO Qty x Cost = Net Amt). Therefore, the displayed net amount may not equal the purchase order quantity multiplied by the vendor cost, since the vendor cost is in the vendor's costing unit of measure.

Line Detail Window

When the cursor is in the line detail window, you can enter more information about the items to purchase. The item code, purchase order quantity, and cost can be entered for each item, and as these fields of information are entered, the information is displayed on the appropriate line in the scrolling line list. Using the detail window, you can also enter a trade discount percentage, and may be able to enter the item using its vendor item code. The vendor information about the item is displayed if an item/vendor record has been established for the item with this vendor. Depending on the screen you are using for this purchase order type, you may be able to edit this information for this purchase order. In addition, you can view up to eight other item information fields of your company's choosing.

The fields that are displayed in the line detail window may differ depending on the purchase order type entered on the Purchase Order Header screen. This is because your System Manager has used the Purchase Order Entry Screen Maintenance program to establish certain screens to be used for each type of purchase order. Just as on the Purchase Order Header screen, fields can be made inactive. All possible fields that can be displayed and be entered in this window are explained here. Refer to Chapter 12: Vendor Order Processing Maintenance and Utilities for further information and instructions about the Purchase Order Entry Screen Maintenance program.

In this window, after entering all the information for an item, and accepting the line information, the detail window clears, and the cursor returns to the Item cd field for entry of the next line.

Item Code

Enter the item code of the item to purchase in the **Item cd** field. The code you enter must be an existing item code up to eight characters previously established on your system using the Item Maintenance program in Primary File Administration. If you are unsure of the item code to enter, press **<Prompt> (PF2)** to look up the correct item. You may also enter the item by scanning it using a bar code reader, or by entering any other alternate code assigned to this item using the Alternate Code Maintenance program.

If you are building a purchase order for a cooperative vendor such as TruServ or HWI, a window may open when you enter the item code, requiring you to enter special item information. Refer to the section "Purchase Orders for Cooperative Vendors" earlier in this chapter for more information.

An item/vendor record should also exist for this item with the vendor on this purchase order. Item/vendor records are entered using the Item Maintenance program in Primary File Administration. When an item/vendor record exists for this item and vendor, the vendor information is displayed in the line detail window as you enter the line information.

If no item/vendor record exists for this item with this vendor, the information for the primary vendor of this item at this location is displayed. If no item/vendor record exists, and no primary vendor exists for this item, this information is not displayed and must be entered manually.

Once the item code has been entered, the item description is displayed and the cursor moves to the next field. If a value is held for the cost in the item/vendor record for this item, that cost is displayed in the **Cost** field. This information is also displayed on the appropriate line of the scrolling line list.

As you are entering items in the scrolling line list, some items that are established on your system have special considerations that must be taken into consideration when you enter them in the line detail window. The table shown earlier in the "Scrolling Line List" section lists some special types of items that you may enter and the special considerations you must make for them. Refer to your Primary File Administration manual for more information about the different types of items that can be established on your system.

Vendor Item Code

The vendor item code is displayed upon entry of an item code, as long as one has been entered in the item/vendor record for this item and vendor using the Item Maintenance program. If the vendor item code is not displayed, enter up to 20 characters for the item code used by the vendor for this item.

Additionally, the screen you are using may allow you to enter the item to purchase via the vendor item code instead of the item code. When this is the case, the item code is displayed when you enter the vendor item code.

If you are unsure of a vendor item code to enter, and the **Item code** field is disabled on the screen, press **<Prompt> (PF2)** and perform an item lookup. This lookup is based on the item codes that are established on your system. However, when you choose one from the selection list, the vendor item code is also retrieved and displayed in the Vendor item code field.

If item cost breaks and/or cost group breaks are associated with the item entered, this is indicated just underneath the **Vendor item cd** field after you enter the purchase order quantity of the item. "ICB" displays when the item has associated item cost breaks. Item cost breaks are established in the item/vendor record using the Item Maintenance program in Primary File Administration.

"CGB" displays when the item has associated cost group breaks with this vendor. Cost group breaks are established using the Vendor Maintenance program.

Refer to your Primary File Administration manual for more information about establishing item cost breaks and cost group breaks. In most cases, if an item is subject to both an item cost break and a cost group break, the item cost break overrides the group cost break. However, depending on the base type of the cost group break, the cost group break may be taken in addition to the item cost break.

Purchase Order Quantity

The purchase order quantity is the quantity of this item to purchase, in the stocking unit of measure. Enter any quantity up to six digits in the **PO qty** field. The stocking unit of measure is displayed to the right of the **PO qty entry** field. When you enter this quantity, the vendor units are displayed in the **Vendor units** field if the item/vendor record for this item and vendor contains this information. The cursor moves to the **Cost** field in this window. In addition, if a cost for the item is displayed, the extended amount is calculated and displayed in the **Ext Amt** field, and the net amount is calculated and displayed in the **Net Amt** field. Some of this information is also displayed on the current line in the scrolling line list.

If you are working with a central purchase order, and automatic central quantity distribution is enabled for this purchase order, the Central Quantity Distribution Entry window opens when you enter a quantity on a purchase order line. Refer to the section "Enter Central Purchase Order Distribution Option" later in this chapter for more information.

*On a backordered purchase order line, an additional field is displayed below the **PO qty** field, called the **Total qty** field. Refer to "Recall a Purchase Order Feature" in Chapter 3 for more information about this field.*

Vendor Units

The vendor unit is the number of units in the vendor's costing unit of measure required to equal the entered purchase order quantity. This is displayed automatically, as long as the vendor's costing unit of measure has been entered in the item/vendor record for this item and vendor using the Item Maintenance program. If this is not displayed automatically, enter any number up to eight digits, including three decimal places, for the number of vendor units. The vendor's costing unit of measure is displayed to the right of the field if an item/vendor record exists for this item and vendor.

If this field is active, you can enter the number of vendor units to have the Purchase Order Entry program calculate the purchase order quantity.

For example, to purchase six cases of an item you stock by the each, rather than multiplying six by 24 per case to get 144 each, enter 6 in the **Vendor units** field. The purchase order quantity is automatically calculated to be 144 each.

Shipping Units

The shipping unit is the number of units in the vendor's shipping unit of measure required to equal the entered purchase order quantity. This is displayed automatically, as long as the vendor's shipping unit of measure has been entered in the item/vendor record for this item and vendor using the Item Maintenance program. If this is not displayed automatically, enter any number up to eight digits, including three decimal places, for the number of shipping units. The shipping unit of measure is displayed to the right of the field if an item/vendor record exists for this item and vendor.

Cost

A cost is already displayed in the **Cost** field if a value for the cost is held in the item/vendor record for this item, or if item cost breaks or cost group breaks exist for this item. You can press **<Enter>** to accept the cost if one is displayed, or enter a cost for the item in your pricing unit of measure. Enter a cost up to 10 digits, including three decimal places. The pricing unit of measure is displayed to the right of the **Cost entry** field.

Any item cost breaks and line discounts are calculated in the displayed cost. Cost group breaks are also calculated if anticipated purchases have been entered. If you enter a new cost, the amounts in the **Vendor cost** field, the **Ext Amt** field, and the **Net Amt** field are recalculated and displayed.

Vendor Cost

The vendor cost is the cost of this item charged by the vendor. The vendor cost is displayed if a value for the vendor cost is held in the item/vendor record for this item and vendor or after entry of the cost if the costing unit of measure is held in the item/vendor record. You can accept the cost or enter the vendor cost for this item. The vendor's costing unit of measure is displayed to the right of the **Vendor cost** field if it is held in the item/vendor record. Enter a cost up to eight digits, including two decimal places. If you enter a vendor cost, your cost in pricing units is calculated.

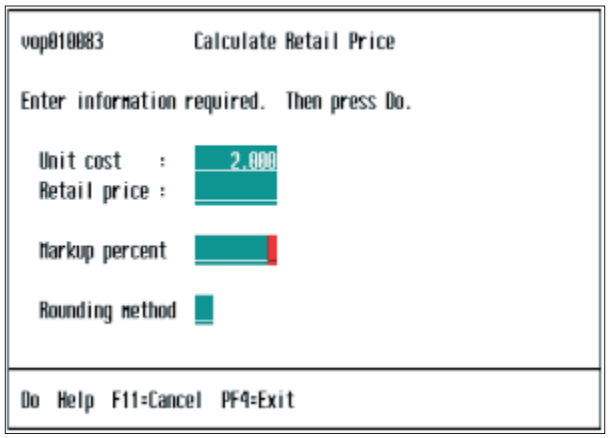
Extended Amount

The extended amount of this line is displayed in the **Ext Amt** field, and you cannot modify the amount displayed. The extended amount is the total amount of the line (the purchase order quantity multiplied by the cost per unit). No discounts are included.

Retail Price

The **Retail price** field is a memo field that allows you to enter a new unit price for this item when the cost is changed. The price you enter is stored in the purchase order, and you can later update it into the item record using the Purchase Order / Receipt Price Stickers program in the Price Management module.

You can have the system calculate a retail price based on a specific markup percent and the unit cost of the item. Press **<Retail Price> (PF3)** in this field, and the Calculate Retail Price window opens displaying the unit cost of the entered item.



Calculate Retail Price window

Markup Percent

Enter a markup percent for the item in the **Markup percent** field. The retail price is calculated and is displayed when you press **<Enter>**. The system calculates the retail price using the following formula:

[(Markup % x Unit cost) + Unit cost = Retail price]

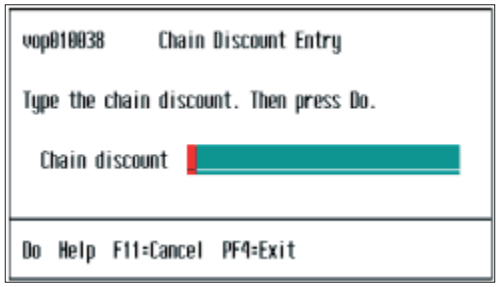
Rounding Method

Enter a rounding method number or press **<Prompt> (PF2)** in the **Rounding method** field to open the Rounding Method Selection window and choose a method to use for rounding the calculated retail price. Refer to your Price Management manual for details about each of the available rounding methods. Press **<Do>** to accept the calculated retail price and return to the Purchase Order Lines screen.

Trade Discount Percentage

Many vendors may offer you a trade discount on purchases. When this is the case, you can enter the percentage of the discount offered in the **Trade Disc %** field. You can enter any percentage up to five digits, including three decimal places. The **Net Amt** field is then recalculated and displayed in this window, and the **Net Amt** column is recalculated and displayed on the appropriate line in the scrolling line list.

You can enter a chain discount by pressing **<Fields> (PF3)** in the **Trade Disc %** field. A chain discount is not just one discount, but multiple discounts applied in succession. When you press **<Fields> (PF3)**, the Chain Discount Entry window opens. After you enter a chain discount, *CHAIN* is displayed to the right of the **Trade Disc %** field. Refer to "Enter Trade Discount Option" later in this section for more information about chain discounts.



Chain Discount Entry window

Net Amount

The net amount of this line is displayed in the **Net Amt** field, and the amount displayed cannot be modified. The net amount is the total amount of the line taking into consideration any line discounts (the purchase order quantity multiplied by the cost per unit, minus trade discounts).

User-Defined Display Fields

The Purchase Order Entry program allows your company the ability to determine eight additional fields to display for informational purposes in the bottom of the detail window on the Purchase Order Lines screen. Depending on the screen you are using to build this type of purchase order, up to eight of the fields may be displayed. Refer to Chapter 12: Vendor Order Processing Maintenance and Utilities for more information about the Purchase Order Entry Screen Maintenance program.

The table below lists the user-defined fields that can be displayed at the bottom of the detail window. Although there are numerous fields listed, a maximum of eight can be displayed at once. Values are displayed for these fields only if a value is held in the item record of the item you are entering on this purchase order. This information pertains to the location for which the purchase order is being built. For central purchase orders, this information pertains to the location entered on the Purchase Order Header screen, at which the merchandise for all locations is to be received.

User-Defined Display Fields

Field Name	Field Description
AvgCst	Average cost
Dly Usg	Daily usage rate
DmdQty	Demand quantity
LCntDt	Last count date
LstCst	Last cost
Max qty	Maximum quantity to keep in stock
Min GP%	Minimum gross profit percent
Min qty	Minimum quantity to keep in stock
None	Field not used
PE/GMROI	Product effectiveness/Gross margin return on investment
Pkg qty	Package quantity shipped by vendor
QAvail	Quantity available (Qty on hand - Qty on reserve)
QOBO	Quantity on backorder
QOH	Quantity on hand
QOPO	Quantity on purchase order
QOR	Quantity on reserve
TQAvail	Total quantity available (Qty avail. + Qty on PO)
Turns	Turns
Unit prc	Unit price (using retail price level)
Usld MTD	Units sold month-to-date

Field Name	Field Description
Usld YTD	Units sold year-to-date
USldLMTD	Units sold last month-to-date
USldLYTD	Units sold last year-to-date

Line Options

When entering items on the Purchase Order Lines screen, you are provided a number of options that can be performed on a selected line. Access these options by pressing **<Select>** to open the Line Options window. Before accessing this window, be sure to position the cursor at the line on which to use an option. The line options can be accessed whether you are using the scrolling line list or the detail window to enter purchase order lines.

Remember that you may not be able to use some of these options depending on the status of the current purchase order line. Refer to Chapter 1: Introduction for more information about purchase order line statuses.

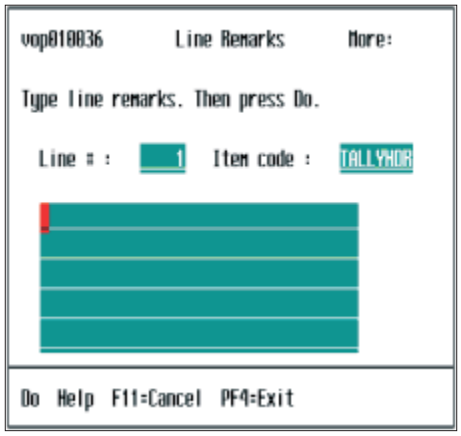
```
vop810065      Line Options

Select a line option. Then Enter.

  1. Enter remark
  2. Edit item description for this PO
  3. Lock/unlock entered cost from recost
  4. Enter trade discount
  5. Enter central PO distribution
  6. Enter retail price

Enter  Help  F11=Cancel  PF9=Exit
```

Line Options window

Enter Remark Option

Use the Enter Remark option to enter or edit text to have printed on the purchase order for a selected line. For example, you may want to enter a better description of the item than is provided by the item description, such as a specific color or size.

When you select **Enter remarks...** from the Line Options window, the Line Remarks window opens, displaying the line number and item code of the selected purchase order line, and allowing you to enter up to 500 lines of text of up to 35 characters each. If remarks have previously been entered for the selected line, these remarks are displayed, and you may modify them.



Line Remarks window

When entering or modifying remarks for a line, to insert a new line or delete a line, use the **<Ctrl>** key.

To insert a line, use the **<Up>** and **<Down>** arrow keys to move the cursor to the line above where you want to insert a new line. Hold down the **<Ctrl>** key and type A. A new blank line is displayed.

To delete a line, move the cursor to the line to delete. Hold down the **<Ctrl>** key and type **D**. The selected line is deleted, and the cursor is now positioned on the line below the deleted line.

After entering or modifying the text, the cursor returns to the current line on the Purchase Order Lines screen and "RMK" is displayed below the vendor item description in the line detail window on the Purchase Order Lines screen. In addition, the remarks you enter are printed below this line when the purchase order is printed.

You cannot enter or edit Remarks for purchase order lines with a status of received or canceled.

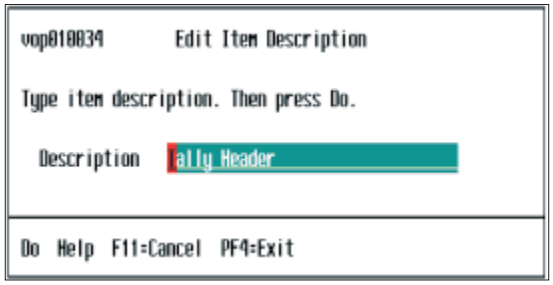
Edit Item Description for this PO Option

Use the Edit Item Description for this PO option to modify the item description for the item on the current line for this purchase order only. Any modifications made using this option only affect the item's description on this line of this purchase order. The item description held in the item record remains unchanged.

Upon selecting this option from the Line Options window, the Edit Item Description window opens displaying the current description being used for this item on this line of this purchase order. This may be the item description held in the item record, or it may be a modified description if this option has previously been used on this line. You can enter a new description up to 32 characters, or you can edit the displayed description.

After entering or modifying the displayed description, the cursor returns to the current line on the Purchase Order Lines screen, where the new description is displayed.

Item descriptions cannot be edited on purchase order lines with a status of backordered, canceled, or received.


vop010034 Edit Item Description
Type item description. Then press Do.
Description Tally Header
Do Help F11=Cancel PF4=Exit

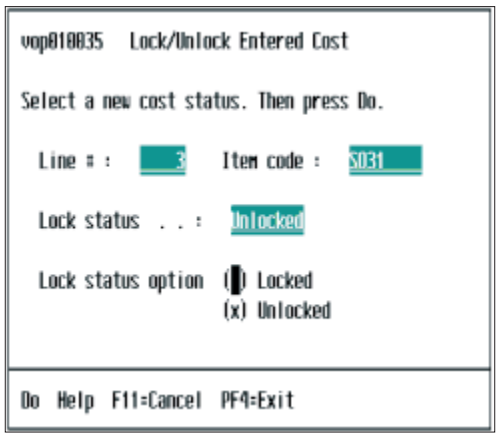
Edit Item Description window

Lock/Unlock Entered Cost from Recost Option

The Purchase Order Entry program offers two options that allow you to recost the lines on a purchase order according to cost group purchases. However, there may be certain lines you do not want to recost to make sure these lines retain the entered costs.

Use the Lock/Unlock Entered Cost from Recost option to set or lock the current line so that its cost isn't recalculated with the rest of the lines on the purchase order, or you can use this to reset or unlock the line so that the cost is recalculated with a recost if the selected line is locked. This setting affects recosts based on cost group purchases, as well as global trade discounts. However, you can enter line trade discounts for locked lines. Refer to Chapter 3: Purchase Order Features for more information about recosting purchase orders and applying global discounts.

When this feature is selected from the Line Options window, the Lock/Unlock Entered Cost window opens displaying the line number and item code of the selected line, as well as the current lock status of the line. You must select the lock status to assign to the selected line.


vop010035 Lock/Unlock Entered Cost
Select a new cost status. Then press Do.
Line # : 3 Item code : 5031
Lock status . . : Unlocked
Lock status option ( ) Locked
(x) Unlocked
Do Help F11=Cancel PF4=Exit

Lock/Unlock Entered Cost window

Choose **Locked** in the **Lock status option** field if you don't want the cost to be recalculated for the selected line when the purchase order is recosted. Select **Unlocked** if you want the cost to be recalculated for this line when the purchase order is recosted. The initial setting for all lines is unlocked. After selecting your choice, the cursor returns to the current line on the Purchase Order Lines screen.

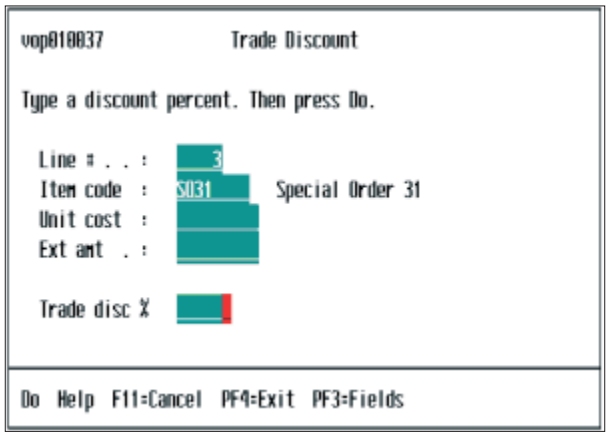
"LCK" displays below the vendor item description in the line detail window for locked lines. This can be used to alert operators that the line is locked, and that care should be taken when editing its cost.

Enter Trade Discount Option

Many of your vendors may offer you a trade discount on some of the items you purchase. Use the Enter Trade Discount option to enter the percentage of the trade discount offered on a selected line. This option is for use when you are using the scrolling line list since there is no field displayed to enter a trade discount, or when you are using the line detail window where the Trade Disc % field is disabled.

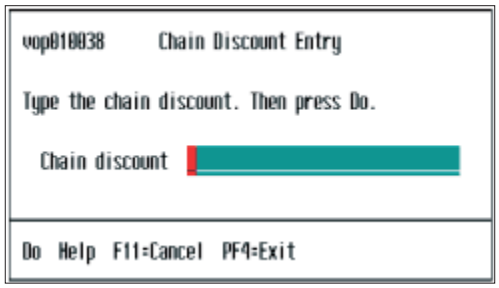
In addition to the discount on this line, you may also receive a trade discount on the purchase order as a whole. Enter a global trade discount percentage on the Purchase Order Totals screen. A global trade discount overrides any line discounts, with the exception of those that have been locked using the Lock/Unlock Entered Cost from Recost option. However, a line discount that is entered after a global discount overrides the global discount.

When you select the Enter Trade Discount option from the Line Options window, the Trade Discount window opens displaying the line number and item code, as well as the unit cost and the extended amount of the selected line. It also allows you to enter a trade discount percentage in the **Trade Disc %** field up to five digits, including three decimal places. After entering a trade discount, the cursor returns to the current line on the Purchase Order Lines screen.



Trade Discount window

You can enter a chain discount by pressing **<Fields> (PF3)** in the **Trade Disc %** field. A chain discount is not just one discount, but multiple discounts applied in succession. After you enter a chain discount, *CHAIN* is displayed to the right of the **Trade Disc %** field. When you press **<Fields> (PF3)**, the Chain Discount Entry window opens.



Chain Discount Entry window

Enter the numbers that represent the discounts being offered when you purchase a quantity specified by the vendor in the Chain Discount Entry window. Chain discounts are entered with a comma separating each percentage. However, when the same discount percentage is to be applied several times, the number of times the discount is to be applied and the discount percentage can be entered separated by a slash. After entering a chain discount, the cursor returns to the Line Discount window, where the discount percentage is calculated and displayed.

For example, assume that your vendor offers you a discount of seven percent (7%) and a subsequent discount of five percent (5%) off the cost of an item. You would make the following entry in the Chain Discount Entry window: 7,5.

Beginning with an original cost of $57.980, this entry results in a discount of 7% off ($4.059), equaling a cost of 53.921. The 5% discount is then taken based on this new cost, resulting in an additional discount of $2.696. The total discount taken equals $6.755 ($4.059 + $2.696), or 11.650%.

Using another example, your vendor offers you four discounts of 7% for the item. The following entry should be made in the Chain Discount Entry window: 4/7.

This entry results in four discounts of 7% applied to the item: $57.980 - 4.059 (7%) = $53.921 - $3.774 (7%) = $50.147 - $3.510 (7%) = $46.637 - $3.265 (7%) = $43.372. The total discount taken equals $14.608, or 25.195%.

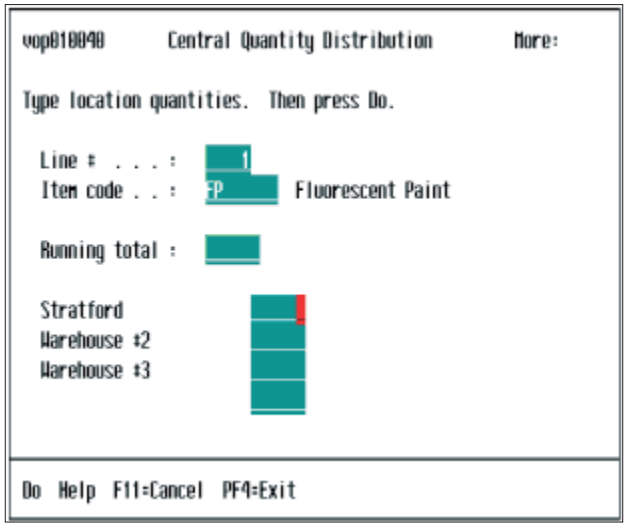
The table below may better illustrate these two entries and the resulting discounts based on an initial cost of $57.980. The actual percentage of the chain discount you enter is calculated and displayed in the **Trade Disc %** field in the Line Discount window once you accept the chain discount entry. In addition, *CHAIN* is displayed to the right of the field.

Entry	Calculation	Resulting Discount
7,5	($57.980 - $4.059) - $2.696 = 51.225	11.650%
4/7	(((($57.980 -4.059) - $3.744) - $3.510) - $3.265 = $43.372	25.195%

Enter Central PO Distribution Option

Use the Enter Central PO Distribution option to distribute the purchase order quantity among the locations for which the item is being purchased on a central purchase order.

To use this option, the cursor must be positioned in the **PO Qty** field of the selected line, and the current purchase order must be a central purchase order. Upon selecting the Enter Central PO Distribution option from the Line Options window, the Central Quantity Distribution window opens displaying the line number and item code of the selected line, and requiring you to enter the quantity of this item to order for each location.


vop010040 Central Quantity Distribution More:
Type location quantities. Then press Do.
Line # . . . : 1
Item code . . : FP Fluorescent Paint
Running total :
Stratford
Warehouse #2
Warehouse #3
Do Help F11=Cancel PF9=Exit

Central Quantity Distribution window

For each location for which to order the selected item, enter the quantity up to six digits for that location. As you enter these quantities, the quantity displayed in the **Running total** field is updated and displayed to reflect the total quantity ordered so far. After accepting the quantities, the cursor returns to the current line on the Purchase Order Entry screen, where the quantity from the **Running Total** field is now displayed in the **PO Qty** field.

When you distribute central purchase order quantities, the quantities you specify are printed only on the central purchase order copy of the purchase order. They are not printed on the vendor's copy, or any other copy types.

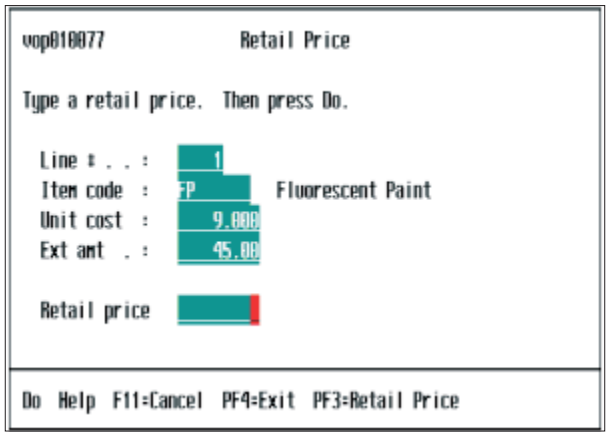
When the Quantity Distribution Option feature on the **Utilities** pull-down menu is set to enable automatic quantity distribution, the Central Quantity Distribution window opens when you enter a quantity on each line of a central purchase order. The Quantity Distribution Option feature is discussed in Chapter 3: Purchase Order Features. If that feature is set to disable automatic entry, you may want to use the Enter Central PO Distribution option to enter distribution quantities.

Enter Retail Price Option

Use the Enter Retail Price option to enter a new unit price for the item on the current purchase order line. You may want to establish a new price for the item if the cost is changed with this purchase order. This option is used when you are using the scrolling line list to enter purchase order lines, since there is no field displayed or when you are using the line detail window where the **Retail price** field is disabled.

The price you enter using this option is stored in the current purchase order, and you can later update the item record of the item with the new price using the Purchase Order / Receipt Price Generation program in the Price Management module. Refer to your Price Management manual for information and instructions about this program.

When you select **Enter retail price** from the Line Options window, the Retail Price window opens displaying the line number, item code, unit cost and extended amount of the current purchase order line, and requiring you to enter a new retail price for the item. Enter a price up to eight digits, including up to three decimal places. If a retail price has previously been entered for the current line, that price is displayed in this window and may be modified.


vop810077 Retail Price
Type a retail price. Then press Do.
Line # . . : 1
Item code : FP Fluorescent Paint
Unit cost : 9.000
Ext amt . : 45.00
Retail price
Do Help F11=Cancel PF4=Exit PF3=Retail Price

Retail Price window

After entering or modifying the retail price for the current purchase order line, it is displayed in the **Retail price** field in the line detail window of the current line. Pressing **<Retail Price> (PF3)** in this field opens the Calculate Retail Price window which was discussed earlier in this chapter.

Line Functions

As you are entering line items on a purchase order, use the functions on the **Lines** pull-down menu to navigate the Purchase Order Line screen or to insert, cancel, or delete purchase order lines.

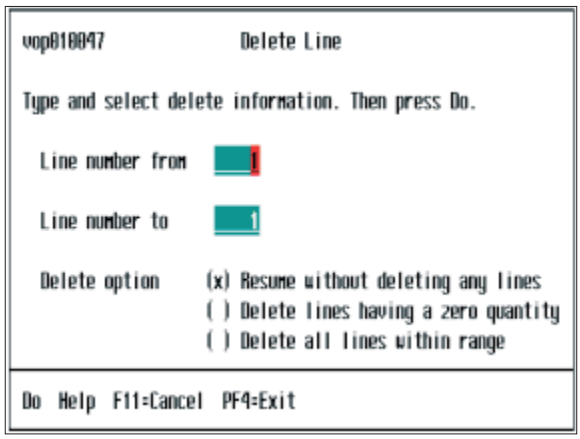
Your System Manager can use Security Administration to set feature security for the Delete Line and Cancel Line features, preventing some operators from accessing those features. Refer to the System Manager's Guide for more information about setting feature security.

Delete Line

Use the Delete Line feature to delete a line or range of lines from the purchase order you are working with. Once a purchase order line has been deleted, it no longer exists. It is not printed on this purchase order and it will not be received.

You cannot delete a purchase order line that is backordered, totally received, canceled, or deleted. However, you can use the Cancel Line feature to cancel the remaining quantity on a line that has been partially received.

When you choose the Delete Line feature from the **Lines** pull-down menu, the Delete Line window opens, requiring you to enter the number of the line or the range of lines to delete. Choose one of the two methods for deleting the lines, or choose to resume the program without deleting any lines.


vop810047 Delete Line
Type and select delete information. Then press Do.
Line number from 1
Line number to 1
Delete option (x) Resume without deleting any lines
( ) Delete lines having a zero quantity
( ) Delete all lines within range
Do Help F11=Cancel PF9=Exit

Delete Line window

Line Number Range

The number of the current line is initially displayed in both of the line number range fields in the Delete Line window. Retain these values and delete only the line on which the cursor is positioned. You can also enter the number of the first line to delete in the **Line number from** field and the last number in the range of lines in the **Line number to** field to delete a range of lines at one time. You can enter any line number of up to five digits of the current purchase order in both fields.

Delete Option

Choose one of the following options from the **Delete option** field:

- Resume without deleting any lines
- Delete lines having a zero quantity
- Delete all lines in range

You might choose to delete only the lines having a zero quantity if you have imported a permanent purchase order or a range of items. For instance, assume you have imported a permanent purchase order with no quantities for the items on the purchase order, and you have gone through each line to determine the quantities of the items to purchase. Therefore, there are a number of items on the current purchase order that you don't want to purchase, and therefore have a quantity of 0. You can use the Delete Line feature to delete those lines, by choosing Delete lines having a zero quantity.

Important: Be aware that when you delete a range of lines, only those in the range that are available for deletion are actually deleted from the purchase order. Lines that are backordered, totally received, or canceled remain on the purchase order.

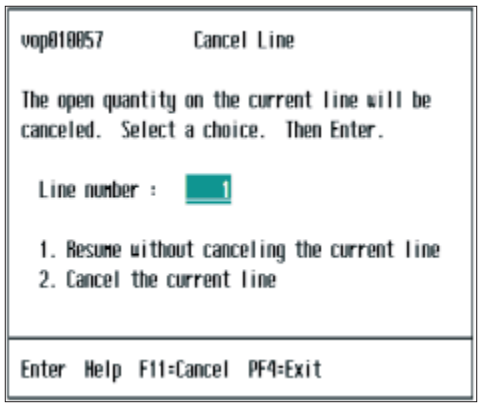
Cancel Line Feature

Use the Cancel Line feature to cancel a line on the purchase order on which you are working. Purchase order lines are usually canceled at the request of the vendor because he cannot deliver the item.

You cannot cancel a purchase order line that has been totally received, canceled, or deleted. In addition, you cannot cancel a purchase order line with a status of entered. You may cancel a purchase order line that has been partially received. However, you can only cancel the remaining (backordered) quantity.

A canceled purchase order line is still included in reports and inquiries of the purchase order. The open amount of the purchase order is the only portion affected. In addition, the vendor record is updated with the dollar amount canceled. For more information about updating, refer to the section "Records Updated by Purchase Order Entry" later in this chapter.

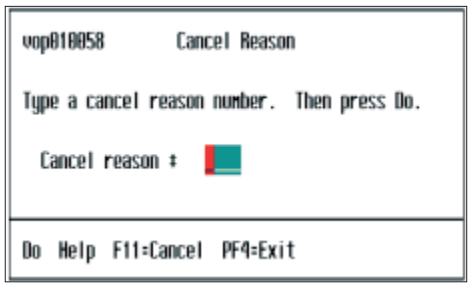
When you choose the Cancel Line feature from the **Lines** pull-down menu, the Cancel Line window opens displaying the number of the line you have chosen to cancel, and requiring you to choose whether to continue with the cancellation.


vop010057 Cancel Line
The open quantity on the current line will be canceled. Select a choice. Then Enter.
Line number : 1
1. Resume without canceling the current line
2. Cancel the current line
Enter Help F11=Cancel PF9=Exit

Cancel Line window

Choose **Resume without canceling the line**, and the cursor returns to the Purchase Order Lines screen without canceling the selected line. You can also choose **Cancel the line** to cancel the selected line and the Cancel Reason window opens requiring you to enter a number up to four characters corresponding to the reason for which the current line is being canceled.

Your company may have a number of reasons why a purchase order line can be canceled. Such as, the vendor could not fill the order in time, or you have received a portion of the quantity ordered and decide to cancel the remaining quantity instead of placing it on backorder.



Cancel Reason window

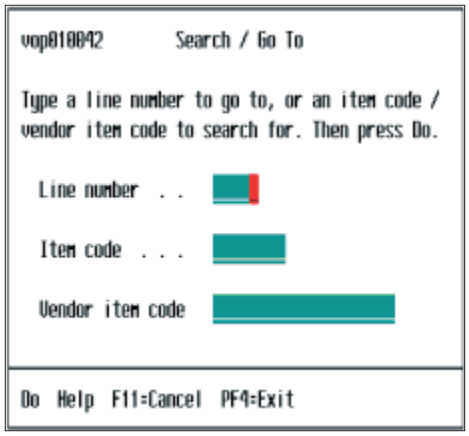
If your company assigns a number to each acceptable cancel reason, you can then enter the appropriate number in this window when you cancel a purchase order line. The cancel reason number is displayed in the Purchase Order Inquiry program. Refer to Chapter 7: Purchase Order Status Information for more information.

After entering a cancel reason number, the quantity remaining open on the selected line is canceled, and the cursor returns to the Purchase Order Lines screen, where the quantity displayed for this line is 0. If you cancel a backordered line, the total quantity for the canceled line is equal to the quantity received on that line.

Search / Go To Feature

The Search / Go To feature assists you in moving the cursor to any line on the purchase order on which you are working.

When you select this feature from the **Lines** pull-down menu, the Search / Go To window opens allowing you to enter the line number of the line to go to, or the item code or vendor item code to search for on the current purchase order. You may only use one of these fields for your search.


vop810042 Search / Go To
Type a line number to go to, or an item code / vendor item code to search for. Then press Do.
Line number . .
Item code . . .
Vendor item code
Do Help F11=Cancel PF9=Exit

Search / Go To window

Line Number

To move the cursor to a specific line on the current purchase order, enter the number of that line in the **Line number** field. Enter the number up to five digits of a line that exists on the current purchase order.

Item Code

To search for a particular item on the current purchase order, enter the appropriate item code in the **Item code** field. The code you enter must be an existing item code up to eight characters. You may also enter the item code by scanning it using a bar code reader, or by entering any other alternate code assigned to this item using the Alternate Code Maintenance program.

Vendor Item Code

Enter the vendor item code of an item in the **Vendor item code** field to search for a particular item on the current purchase order using the vendor's item code instead of your item code. The code you enter must be an existing vendor item code up to 20 characters.

Go to Last Line

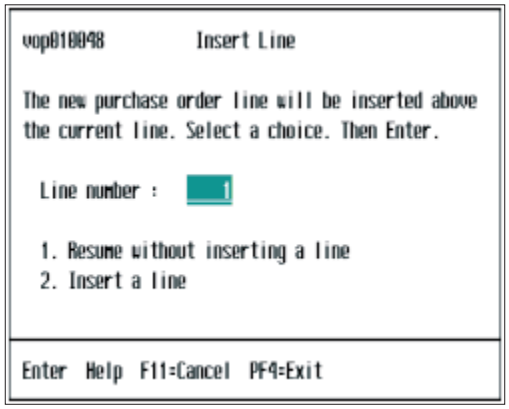
The Go to Last Line feature allows you to move the cursor directly to the next available line on the current purchase order. This is especially useful when you have retrieved a purchase order to which you want to add lines. After recalling a purchase order and displaying the Purchase Order Lines screen, use the Go to Last Line feature to move directly to the next available line and begin entering new lines.

When you select **Go to last line** from the **Lines** pull-down menu, the cursor returns immediately to the Purchase Order Lines screen positioned in the **Item Cd** field of the next available line on the current purchase order. You can use this feature regardless of whether you are working in the scrolling line list or the detail window.

Insert Line Feature

Use the Insert Line feature to insert an item line anywhere on the current purchase order. When a line is inserted, all lines displayed after the insertion point are renumbered. Before choosing this feature, place your cursor on the line below where you want to insert a new line.

When you select the Insert Line feature from the **Lines** pull-down menu, the Insert Line window opens displaying the number of the line above which you are inserting the new line and the two available options.


vop010048 Insert Line
The new purchase order line will be inserted above the current line. Select a choice. Then Enter.
Line number : 1
1. Resume without inserting a line
2. Insert a line
Enter Help F11=Cancel PF9=Exit

Insert Line window

Full Screen / Split Screen Feature

The Purchase Order Lines screen is initially displayed with either a full screen of scrolling purchase order lines or a split screen consisting of a scrolling line list and a detail window. You can change the screen from one to the other at any time.

The way the Full Screen / Split Screen feature is displayed on the **Lines** pull-down menu is dependent on the screen you are using. If you are using the split screen, this feature is displayed as Full screen, or if you are using the full screen, this feature is displayed as Split screen.

To access this feature when you are working in the scrolling line list, the cursor must be positioned in the **Item Cd** column. When working in the line detail window, this feature can be accessed regardless of the position of the cursor. Upon choosing this feature from the **Lines** pull-down menu, the cursor returns immediately to the Purchase Order Lines screen.

If the cursor is positioned on the full screen, select **Split screen** and the cursor returns to the Purchase Order Lines screen, which now displays the split screen. If the cursor is positioned on the split screen, select **Full screen** and the cursor returns to the Purchase Order Lines screen, which now displays the full screen.

Purchase Orders for Special Order Items

Special order (SO) items are items that you sell to a customer but you do not normally stock in your inventory. Therefore, the detail item is not recorded in your item/inventory records. You may enter a special order item in Transaction Entry or in Purchase Order Entry.

Important: To use Special Order Items you must have at least one special order item coded into your system using Item/Inventory Maintenance in the Primary File Administration module. This item must be coded as a Special Order Item by entering 'S' in the ***Non-Stock Item*** *field.*

Special order items are tracked by description and can be tracked through inventory and reported in stock. You may also track history and the item value. This item is removed from inventory once the item is shipped. A special order item remains in inventory and in your records if the customer returned the item or never picked it up. You may then sell that special order item. Special order items that remain in your inventory appear in your special order item lookup.

Special Order Item Options

When entering a SO item code on a PO transaction, you have four options:

- Purchase the line for an order transaction already containing a special item.

  After a special order transaction has been created in Transaction Entry, you may generate the purchase order by using the Create PO from Order program, Copy an Order to a PO program, or by importing Order-to-PO records into a new PO. In any of these situations, the program links the PO line to the order line and therefore to the SO detail item for the order transaction.

  Refer to the Chapter 3: Purchase Order Features and Chapter 5: Creating Purchase Orders from Orders for more information about using these programs

- Create a new SO detail item to order from a vendor with the intent to create the transaction order later.

This option is available when you want to create a PO first, then create the order later. When a SO item is entered directly onto a PO, you must create a new SO item detail record by entering a description, quantity, and cost. Additionally, you may add line remarks to the line to further describe the SO item. When the PO is updated, a new SO detail item is created to track the information. In order to sell this specific SO detail item on an order, you must press **<Prompt> (PF2)** to select the SO detail item from those that are available.

- Purchase the line for an existing SO detail item.

  This allows you to select the SO detail item to assign to the PO line. This feature is similar to returning a SO item to a vendor, except the list of SO detail items is displayed.

- Return a previous SO detail item to a vendor.

  This mode is available when the SO detail item is in stock and you want to return it to the vendor. You are provided with a list of SO detail records that are currently in stock, are not attached to a specific order transaction (therefore are available for sale or to be returned), and are for the current vendor. The program uses the cost from the SO detail item.

Entering Special Order Items onto a PO

*Special order items can also be pulled into the PO lines from an existing order transaction using the Import from an order option on the **Utilities** pull-down menu. Refer to Chapter 12: Vendor Order Processing Maintenance and Utilities for more information.*

Special order items are entered on the Purchase Order Lines screen after entering the appropriate Header information.

Enter an existing special order item code at the **Item cd** field on the Purchase Order Lines screen, and then press **<Enter>**. The following message is displayed: "A vendor item code could not be found for this item. Enter to continue."

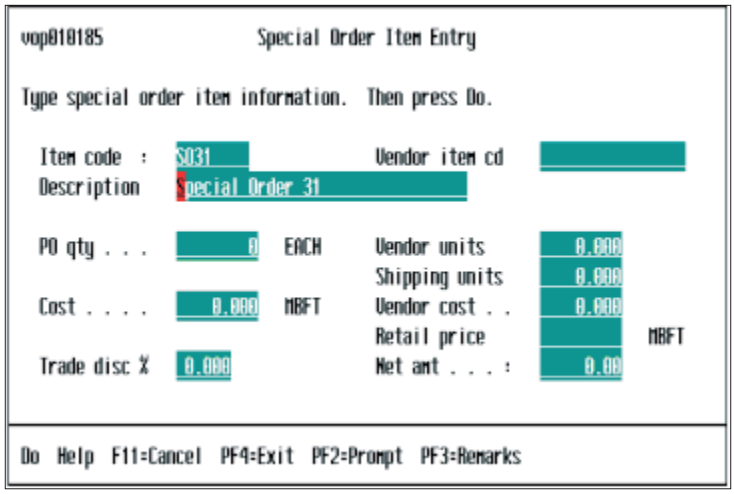
Press **<Enter>** and the cursor moves to the bottom portion of the screen. If you are using the full screen option, the screen automatically splits.

Press **<Do>** and the Special Order Item Entry window opens. This window allows you to enter a new special order item or search for an existing special order item.

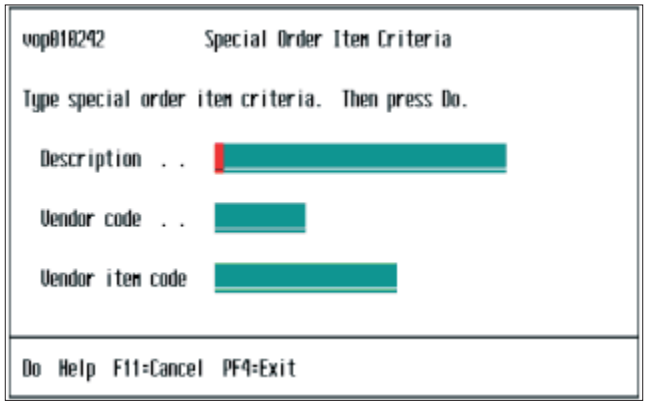
When entering special order items on a credit PO, you must use the lookup to select an existing special order item.

If you are entering a new special order item, enter the description, quantity, and cost, and then press **<Do>**. You are returned to the Purchase Order Lines screen and the line is entered. Press **<Remarks> (PF3)** if you want to enter line remarks.

Press **<Prompt> (PF2)** in the **Description** field to open the Special Order Item Criteria window if you are searching for a specific special order item.


vop010185 Special Order Item Entry
Type special order item information. Then press Do.
Item code : S031 Vendor item cd
Description Special Order 31
PO qty . . . 0 EACH Vendor units 0.000
Shipping units 0.000
Cost . . . . 0.000 MBFT Vendor cost . . 0.000
Retail price MBFT
Trade disc % 0.000 Net amt . . . : 0.00
Do Help F11=Cancel PF4=Exit PF2=Prompt PF3=Remarks

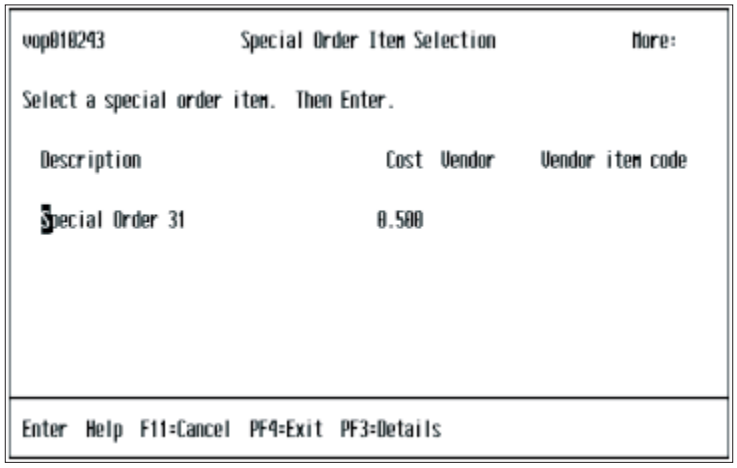
Special Order Item Entry window


vop810242 Special Order Item Criteria
Type special order item criteria. Then press Do.
Description . .
Vendor code . .
Vendor item code
Do Help F11=Cancel PF9=Exit

Special Order Item Criteria window

If you are looking for a specific special order item on an order transaction, enter a description and/or vendor item code, and then press **<Do>**. At the **Description** field, you may either leave the field blank (to find all SO detail items regardless of description), or you may enter a description to search for (including any wild card characters).

At the **Vendor item code**, you may either leave the field blank (to find all SO detail items regardless of vendor) or you may enter a vendor item code to search for (including any wild card characters). When you press **<Do>**, the program searches the SO detail item records (for the current SO item, location and vendor code) and is displayed a scrolling of all SO detail items that meet the specified criteria in the Special Order Item Selection window.


vop810243 Special Order Item Selection More:
Select a special order item. Then Enter.
Description Cost Vendor Vendor item code
Special Order 31 0.500
Enter Help F11=Cancel PF9=Exit PF3=Details

Special Order Item Selection window

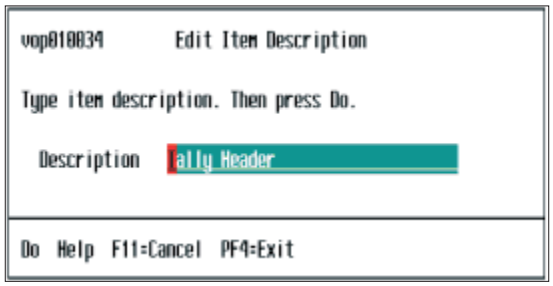
Select the item and the Special Order Item Entry window retrieves the associated item information. Press **<Do>** and the item is added to the purchase order. The program enters the description and cost. You may edit the description (to change it for the current vendor/customer) or enter a quantity (program verifies that the quantity is less than or equal to the quantity available for sale/return). However, the cost is locked and the program uses the cost from the special order detail item record.

Once all items are entered on the PO Lines screen, press **<Do>** and the PO Totals screen opens.

Miscellaneous Items

A miscellaneous item is an item that is tracked by dollar value rather than individual quantity. Small items, such as nails, screws, and bolts, which may be stocked by the thousands and are virtually impossible to track by individual piece, are considered to be miscellaneous items. Refer to your Primary File Administration manual for information about establishing records for miscellaneous items.

When you enter the item code of a miscellaneous item on a purchase order, the Edit Item Description window opens if the item has been coded to allow an additional description. This window is the same window that opens when the Edit Item Description for This PO option is used on the Purchase Order Lines screen. If this window does not open, the item description held in the miscellaneous item record is used on the current purchase order.



Edit Item Description window

Enter a description up to 32 characters describing the item you are entering on your transaction in the Edit Item Description window. If a description was entered for the miscellaneous item when it was established on your system, that description is displayed in this window as the default. You can either accept it or enter a different description and the cursor returns to the Purchase Order Lines screen, where the description is displayed and the cursor is in the **Quantity** field.

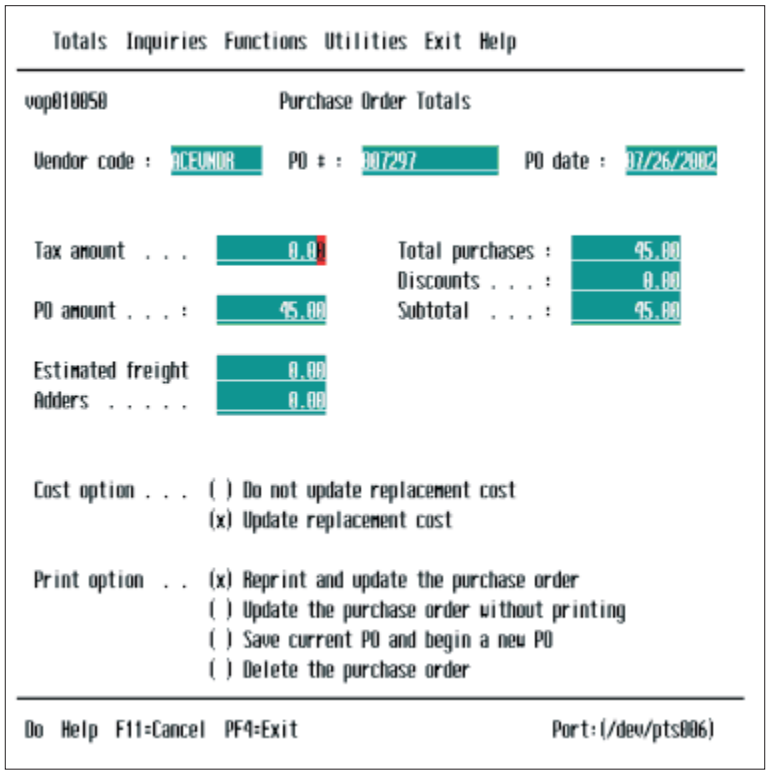
Since you can use a miscellaneous item for any number of small items sold at your store, the vendor cost is not entered when the item is established on your system. Therefore, a default price of **0.000** displays in the **Cost** field when you enter one of these items. The cursor always stops in the **Cost** field for a miscellaneous item, since there is no cost. Enter the dollar amount of the last cost you were charged for this item by the vendor. Enter any amount up to eight characters, including three decimal places.

Since miscellaneous items are tracked by dollar value in the form of cost pennies, the cost of one of these items is expressed as a percentage of price. The **Cost %** field holds the cost percentage of the item's inventory records. Normally, when you enter a miscellaneous item on a transaction, the unit cost is displayed, as it is derived from this field of the inventory record. You may enter a miscellaneous item on a transaction for which no cost percentage has been entered in the inventory record. In this situation, the item is a no cost item and you must enter a unit cost for the line to ensure that your gross margin is properly calculated.

Purchase Order Totals

After you have entered all of the item lines on your purchase order and accepted them, the Purchase Order Totals screen displays. This window displays total information for the purchase order and requires you to enter additional information about the tax and freight amounts, as well as choose an option for printing the purchase order.

Like the Purchase Order Header and Purchase Order Lines screens, there are a number of purchase order functions, inquiries and utilities you can perform in this screen. Refer to Chapter 3: Purchase Order Features and Chapter 4: Purchase Order Inquiries for more information about the features of this screen.


Totals Inquiries Functions Utilities Exit Help
vop810050 Purchase Order Totals
Vendor code : ACEVNDR PO # : 007297 PO date : 07/26/2002
Tax amount . . . 0.00
PO amount . . . : 95.00
Total purchases : 95.00
Discounts . . . : 0.00
Subtotal . . . : 95.00
Estimated freight 0.00
Adders 0.00
Cost option . . . ( ) Do not update replacement cost
(x) Update replacement cost
Print option . . (x) Reprint and update the purchase order
( ) Update the purchase order without printing
( ) Save current PO and begin a new PO
( ) Delete the purchase order
Do Help F11=Cancel PF9=Exit
Port:(/dev/pts006)

Purchase Order Totals screen

Purchase Order Information

The top line on this screen displays pertinent information about the current purchase order. This consists of the vendor code, purchase order number, and purchase order date. These fields serve as a reminder of the purchase order on which you are working and cannot be modified.

Tax Amount

When this screen is initially displayed, the cursor is positioned in the **Tax amount** field. Enter the amount up to nine digits, including two decimal places, of the tax you are to be charged for the items being purchased in this field. When you enter the tax amount, the amount displayed in the **PO Amount** field is recalculated and the new amount is displayed.

Purchase Order Amount

The **PO Amount** field displays the dollar amount of this purchase order, which is carried over from the total on the Purchase Order Lines screen. When you enter an amount in the **Tax Amount** field, this field is recalculated and displayed to reflect the new purchase order amount.

Purchase Order Subtotals

Displayed in a column on the right side of this screen are subtotals pertinent to this purchase order. The **Total purchases** field displays the dollar amount of the lines or purchases made on this purchase order. This amount is the purchase order amount before discounts are applied. The **Discounts** field displays the dollar amount of any trade discounts applied to this purchase order. It does not include item break discounts or cost group break discounts. The **Subtotal** field displays the dollar amount of the total for this purchase order, which equals the amount of the total purchases after the subtraction of any discounts. These fields are for informational purposes only and cannot be modified.

Estimated Freight

At the **Estimated freight** field, enter the dollar amount of the freight charge you estimate this vendor will include for shipment of the items on this purchase order. If the vendor pays for freight, you don't need to enter an amount in this field. You can enter any amount up to nine digits, including two decimal places. Entry of an estimated freight amount is not required. However, if you enter an amount, the amount is printed on the purchase order and is displayed as the default freight amount when this purchase order is received using the Receipt Entry program.

Adders

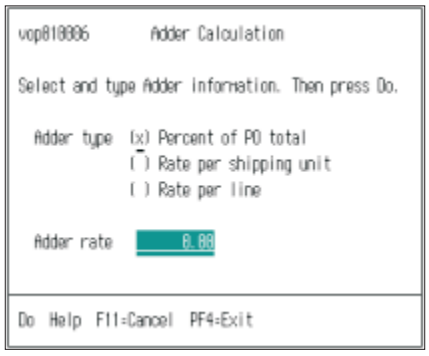
If your company uses a cooperative buying service company, such as Hardware Wholesalers, Inc. (HWI) or TruServ, the purchase orders you build for them may require adders to be charged. An adder is a small amount that the cooperative vendor charges you for each item they purchase for you. Enter the total amount up to nine digits, including two decimal places, of all adders charged on this purchase order in the **Adders** field. Entry of an adder amount is not required. However, if you enter an amount, the amount is printed prints on the purchase order and is displayed as the default adder amount when this purchase order is received using the Receipt Entry program.

You may also press **<Prompt> (PF3)** to calculate an adder amount. Three methods are available:

- Percent of PO Total which allows you to enter a percent which is multiplied by the PO total to calculate the Adder amount.

- Rate per shipping unit which allows you to enter a rate which is multiplied by the total shipping units of the PO to calculate the Adder amount.
- Rate per line which allows you to enter a fixed rate per PO line. This method then multiplies the rate by the number of lines on the PO.

This information is only used to calculate the Adder amount and is not retained with the PO. If you recall this PO, the Adder amount is not recalculated automatically.


vop810006 Adder Calculation
Select and type Adder information. Then press Do.
Adder type (x) Percent of PO total
( ) Rate per shipping unit
( ) Rate per line
Adder rate 0.00
Do Help F11=Cancel PF4=Exit

Adder Calculation window

Cost Option

Using the cost option, you can indicate whether to update the replacement cost for items on the current purchase order when it is updated. If you choose to have replacement costs updated, these costs are updated at the time the items on the purchase order are received using the Receipt Entry program. Last and average costs for the items on a purchase order are always updated at the time of receipt.

The default option in this field is determined by the PO Entry Cost Option Default preference in the Vendor Order Processing Preferences program. Refer to your System Preferences Guide for more information setting this preference.

Print Option

The print option allows you to choose how to close out this purchase order.

Choose **Print and update the purchase order** to update your records with the information on this purchase order and print a hard copy of it. The information on the purchase order is updated in the appropriate records, and the cursor returns to the Purchase Order Header screen. The purchase order is sent to a printer to be printed. When this first print option is selected, press **<Fields> (PF3)** to edit the default printers on which to print the various purchase order copies that are printed for the current purchase order type. Refer to "Editing Print Settings for the Current Purchase Order" below for more information.

If you are working with a recalled purchase order with a status of Accepted or Backordered, the first print option displayed is Reprint and update the purchase order and may be selected. Any changes made to the current purchase order are saved, and the appropriate Reprint Purchase Order window opens, allowing you to print a copy of these changes.

To update the information on this purchase order in your records, but not to print the purchase order, select **Update the purchase order without printing**. The information is updated in the appropriate records, and the cursor returns to the Purchase Order Header screen.

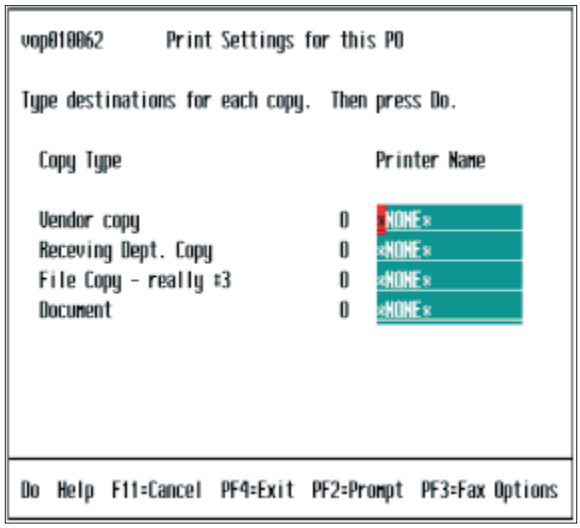
Select **Save current PO and begin a new PO** if you do not want to update your records with the information from this purchase order, but you do want to save this information. The purchase order information is saved on your system, and the cursor returns to the Purchase Order Header screen. This option allows you to come back later and add to the purchase order, or edit the existing information. The purchase order cannot be received until it is updated, giving it a status of accepted.

When you don't want to save, update, or print the purchase order, choose **Delete the purchase order**. The information on this purchase order is cleared from your system and no information is updated into your records.

Editing Print Settings for the Current Purchase Order

As mentioned earlier, you may edit the default printers on which to print the various purchase order copies for the current purchase order type by pressing **<Fields> (PF3)** when the **Print and update the purchase order** print option is selected. Several different copy types can be established for each purchase order type using the PO Copy Type Preferences program. In addition, a specific printer can be designated as the default printer each copy type is to print on using the PO Printer by Session Preferences program. Pressing the **<Fields> (PF3)** function key allows you to temporarily change the printer used for one or more of these copies for the current purchase order only. Refer to your System Manager's Guide for more information about the PO Copy Type Preferences and PO Printer by Session Preferences programs.

Upon pressing **<Fields> (PF3)** with the **Print and update the purchase order** print option selected, the Print Settings for this PO window opens. This window displays the copy types that have been set to print for the current purchase order type with print settings of A (always print) or O (optional to print), and the default printer on which each copy is to print.


vop010062 Print Settings for this PO
Type destinations for each copy. Then press Do.
Copy Type
Printer Name
Vendor copy 0 «NONE»
Receving Dept. Copy 0 «NONE»
File Copy - really #3 0 «NONE»
Document 0 «NONE»
Do Help F11=Cancel PF9=Exit PF2=Prompt PF3=Fax Options

Print Settings for this PO window

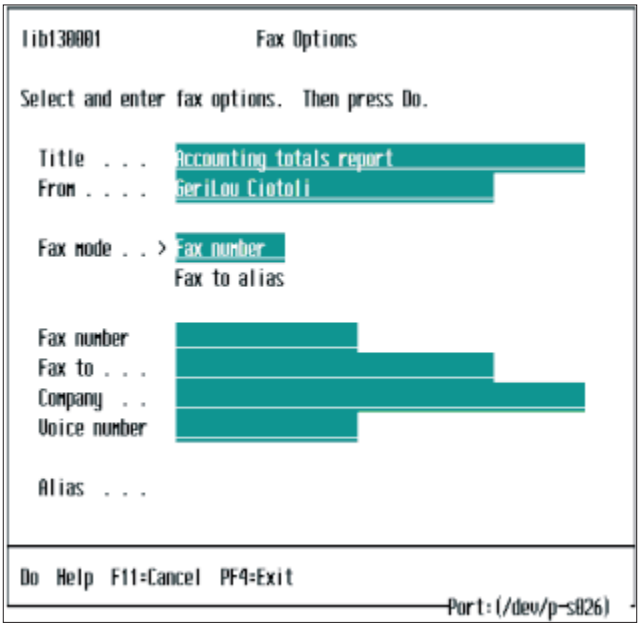
For each copy type, enter a different printer to print the current purchase order on, or remove the displayed printer name and choose not to print a copy type. Press **<Enter>** to move from field to field. If you are unsure of a printer name to enter, press **<Prompt> (PF2)** to open the Printer Selection window and choose one from the displayed list. You must enter a printer name for those copy types with a print setting of A, since these copy types must always be printed. However, you are not required to print copy types with a print setting of O. If you don't want to print one of these copy types, enter *NONE* in the **Printer Name** column.

To fax the displayed purchase order, and you have assigned the fax modem printer to a copy type, press **<Fax Options> (PF3)** in a **Printer Name** field and enter the fax information of the receiving facsimile machine in the Fax Number Entry window. Refer to "Faxing a Purchase Order" below for more information.

Faxing a Purchase Order

If you have selected to print a document to a printer that has fax capabilities, a fax options window opens (or press **<PF3>** to open the window) that allows you to specify the fax options for the document. The window that opens depends on the capabilities of the printer as specified in the printer options field. If the printer supports both an alias and a fax number, the following window opens.

An alias is a name that calls a specific person/company from a fax system address book.


lib130001 Fax Options
Select and enter fax options. Then press Do.
Title . . . Accounting totals report
From . . . . GeriLou Ciotoli
Fax mode . . > Fax number
Fax to alias
Fax number
Fax to . . .
Company . .
Voice number
Alias . . .
Do Help F11=Cancel PF4=Exit
Port:(/dev/p-s826)

Fax Options window

If the printer only supports a fax number and not an alias, or an alias and not a fax number, similar windows open in each instance containing only the needed information fields.

The **Title** and **From** fields are filled in by the system and display default values. If these fields are supported by your printer options, they are active and may be changed. In this case, these fields are optional. If these fields are not supported by your printer options, they are inactive in this window.

The system will also check your printer options to see if the alias, fax number, or both the alias and fax number are supported. The **Fax mode** field defaults to either **Fax number** or **Fax to alias** based on what your printer options support. If both modes are supported, you may select either mode.

If the fax number option is selected, the first four fields below are active. The fax number is required and the alias field is inactive. If the alias option is selected the first four fields below are inactive and the alias field is active and is required. Fill in the information as needed and press **<Do>**. Refer to your ECS Pro User's Guide for additional information.

Records Updated by Purchase Order Entry

If you decide to update the information on the purchase order you have created, fields in the corresponding buyer record, inventory records, item/vendor record, and vendor record are updated. The fields that are updated are outlined here, and summarized in the table below.

Buyer Records

The following information is updated in the appropriate buyer record for all purchase order types, except credit purchase orders:

- Last purchase order date
- Amount on purchase order

The following information is updated for this buyer for this location for all purchase order types, except credit purchase orders:

- Month-to-date amount purchased
- Year-to-date amount purchased
- Month-to-date number of purchase orders
- Year-to-date number of purchase orders

For credit purchase orders, the following information is updated for this buyer for this location:

- Month-to-date amount returned
- Year-to-date amount returned

Inventory Records

The following information is updated in the appropriate inventory records for each item on all purchase order types, except credit and drop shipment purchase orders:

- Replacement cost (if desired)
- Quantity on purchase order

This is not updated for reload purchase orders.

- Last purchase order date
- Number of open purchase orders
- Expected receipt date

The expected receipt dates of all open purchase orders containing the item are compared, and the record is updated with the earliest date.

Item/Vendor Record

The vendor's cost in the item/vendor record is updated if you have chosen to update replacement cost. In addition, if no item/vendor record exists for this vendor for a given item, the item/vendor record is created using the information entered on this purchase order. No record is created for nonstock or miscellaneous items.

When a SO item is added to a PO, the SO item detail record is updated with the Qty on PO and PO cost. This information is stored for use in the SO item lookups, however, no vendor item record is created for SO items.

Vendor Records

The following information is updated in the appropriate vendor record for all purchase order types, except credit purchase orders:

- Last purchase order date

  This is only updated if the date of this purchase order is later than the purchase order date currently held.

- Number of open purchase orders

  The number of open purchase orders in the vendor record is incremented by one for each purchase order updated for this vendor.

- Amount on purchase order

  The purchase order amount from the Purchase Order Totals screen is added to the current amount on purchase order held in the vendor record. The purchase order amount is the extended amount minus any discounts plus the tax amount (Ext amt - Disc amt + Tax amt = PO amt). The freight and adder amounts are not added to this field.

The following information is updated for this vendor for this location for all purchase order types, except credit purchase orders:

- Month-to-date amount purchased

  This is updated with the net amount of the purchase order.

- Year-to-date amount purchased

  This is updated with the net amount of the purchase order.

- Month-to-date number of purchase orders

- Year-to-date number of purchase orders

For credit purchase orders, the following information is updated for this vendor for this location:

- Month-to-date amount returned
- Year-to-date amount returned

Fields Updated by Purchase Order Entry

PO Types	Buyer Record	Inventory Records	Item/Vendor Record	Vendor Record
Standard Special Central Reload	last PO date amount on PO per location: MTD amt purchased YTD amt purchased MTD no. of Pos YTD no. of POs	replacement cost (if desired) quantity on PO (not for reload POs) last PO date no. open POs expected receipt date	vendor's cost (If no record exists for the vendor for a given time, an item/vendor record is created using the information entered on the purchase order.)	last PO date no. open POs amt. on PO per location: MTD amt purchased YTD amt purchased MTD no. of POs YTD no. of POs
Drop Ship	last PO date amount on PO per location: MTD amt purchased YTD amt purchased MTD no. of POs YTD no. of POs	N/A	vendor's cost (If no record exists for the vendor for a given time, an item/vendor record is created using the information entered on the purchase order.) last PO date	no. open Pos amt. on PO per location: MTD amt purchased YTD amt purchased MTD no. of POs YTD no. of POs
Credit/ Return	per location: MTD amt purchased YTD amt purchased	N/A	N/A	per location: MTD amt purchased YTD amt purchased

Sample Purchase Orders

The figures below show sample purchase orders. Note that these samples are meant to illustrate the different types of lines that you can enter on a purchase order, and therefore are not entirely realistic.

For instance, if you were to build a central purchase order, you would most likely distribute order quantities among your locations for every item on the purchase order, and not just one or two. In addition, all the information shown in these samples may not be included on your purchase order, since your System Manager has the ability to enable or disable fields.

Line 1 on these purchase orders represents a line for which remarks have been entered.

Line 2 represents a line for which central purchase order quantities have been distributed.

Line 3 represents a line for which central purchase order quantities have been distributed, and for which remarks have been entered.

Lines 4 through 7 represent regular purchase order lines without remarks. The totals in this sample are for the seven lines shown. However, an actual purchase order would contain many more lines, and the totals would be included at the end of all lines.

PURCHASE ORDER NO.: 10000397 PURCHASE ORDER PAGE: 1
PURCHASE ORDER DATE: 05/20/2001

Oakwood Hardware & Lumber Co.
67 Prospect Street
P.O. Box 7990
Oakwood CT 06407

PHONE: (203) 487-9675 FAX: (203) 487-9677

TO: New England Supply Co.
57 Turner Drive
P.O. Box 397
Framingham MA 01701

PHONE: (617) 457-2400
FAX: (617) 457-2399
ORDERED FROM: Ryan Harrison
VENDOR CODE: NESUPPLY

SHIP TO: Lakeside Hardware
274 Maple Shade Ave.

Lincoln CT 06420

SHIP VIA: Common carrier
FREIGHT: "VENDOR BILLS"
FOB: Hartford
CONFIRM#: 29845

DATE REQUIRED: 05/28/2001
BUYER: Hall, Andrew T.

TERMS: 5% 10 days, Net 30 days

Lift req'd : yes
Return pals?: no
Memo 3 :
Memo 4 :

LN#	OUR ITEM CODE	VENDOR ITEM	ITEM DESCRIPTION	OUR UNITS	/U/M	QUANTITY	PRICE	/UM	EXTENSION	RETAIL
1	BD714CS	B&D71/4CSAW	B & D 7 1/4" CIRCULAR SAW	25.000	/EACH	75.00	56.480	/EACH	1412.00	79.99
	These saws also come with a free replacement disk									
2	BD200ED	B&D#200DRILL	B & D ELECTRIC DRILL #200	65.000	/EACH	65.00	25.979	/EACH	1688.64	37.98
	Oakwood Lumber		25							
	Lakeside Hardware		35							
3	BD400ED	B&D#400DRILL	B & D ELECTRIC DRILL #400	35.000	/EACH	35.00	31.596	/EACH	1105.86	45.59
	Oakwood Lumber		15							
	Lakeside Hardware		20							
	The model 400 drill also includes a drill bit carrying case									
4	STSMSCDV	STAN#1SCRDRV	STANLEY SMALL SCREWDRIVER	40.000	/EACH	40.00	2.205	/EACH	88.20	3.99
5	STMDSCDV	STAN#2SCRDRV	STANLEY MED SCREWDRIVER	30.000	/EACH	30.00	3.031	/EACH	90.93	4.49
6	STPHSCDV	STAN#4SCRDRV	STANLEY P. HEAD SCREWDRIVER	35.000	/EACH	35.00	2.714	/EACH	94.99	3.89
7	STLGSCDV	STAN#3SCRDRV	STANLEY LARGE SCREWDRIVER	30.000	/EACH	30.00	3.172	/EACH	95.16	4.59

TOTAL NET	DISCOUNTS	ADDERS	TAX	TOTAL	ESTIMATED FREIGHT	SHIPPING UNITS
4575.78	366.06	0.00	0.00	4209.72	0.00	260.00

AUTHORIZED SIGNATURE: _____RECEIVED BY: _____CARRIER: _____NO. CASES: _____ RECEIPT DATE: _____

Central PO copy

Sample PO (showing one line per item)

PURCHASE ORDER NO.: 10000397 PURCHASE ORDER PAGE: 1
PURCHASE ORDER DATE: 05/20/2001

Oakwood Hardware & Lumber Co.
67 Prospect Street
P.O. Box 7990
Oakwood CT 06407

PHONE: (203) 487-9675 FAX: (203) 487-9677

TO: New England Supply Co.
57 Turner Drive
P.O. Box 397
Framingham MA 01701

PHONE: (617) 457-2400
FAX: (617) 457-2399
ORDERED FROM: Ryan Harrison
VENDOR CODE: NESUPPLY

SHIP TO: Lakeside Hardware
274 Maple Shade Ave.

Lincoln CT 06420

SHIP VIA: Common carrier
FREIGHT: "VENDOR BILLS"
FOB: Hartford
CONFIRM#: 29845

DATE REQUIRED: 05/28/2001
BUYER: Hall, Andrew T.

TERMS: 5% 10 days, Net 30 days

Lift req'd : yes
Return pals?: no
Memo 3 :
Memo 4 :

LN#	VENDOR ITEM / OUR ITEM CODE	ITEM DESCRIPTION / OUR UNITS /U/M	QUANTITY	PRICE /UM	RETAIL EXTENSION
1	B&D71/4CSAW	B & D 7 1/4" CIRCULAR SAW			79.99
	BD714CS	25.000 /EACH	75.00	56.480 /EACH	1412.00
	These saws also come with a free replacement disk				
2	B&D#200DRILL	B & D ELECTRIC DRILL #200			37.98
	BD200ED	65.000 /EACH	65.00	25.979 /EACH	1688.64
	Oakwood Lumber	25			
	Lakeside Hardware	35			
3	B&D#400DRILL	B & D ELECTRIC DRILL #400			45.59
	BD400ED	35.000 /EACH	35.00	31.596 /EACH	1105.86
	Oakwood Lumber	15			
	Lakeside Hardware	20			
	The model 400 drill also includes a drill bit carrying case				
4	STAN#1SCRDRV	STANLEY SMALL SCREWDRIVER			3.99
	STSMSCDV	40.000 /EACH	40.00	2.205 /EACH	88.20
5	STAN#2SCRDRV	STANLEY MED SCREWDRIVER			4.49
	STMDSCDV	30.000 /EACH	30.00	3.031 /EACH	90.93
6	STAN#4SCRDRV	STANLEY P. HEAD SCREWDRIVER			3.89
	STPHSCDV	35.000 /EACH	35.00	2.714 /EACH	94.99
7	STAN#3SCRDRV	STANLEY LARGE SCREWDRIVER			4.59
	STLGSCDV	30.000 /EACH	30.00	3.172 /EACH	95.16

TOTAL NET	DISCOUNTS	ADDERS	TAX	TOTAL	ESTIMATED FREIGHT	SHIPPING UNITS
4575.78	366.06	0.00	0.00	4209.72	0.00	260.00

AUTHORIZED SIGNATURE: _____
RECEIVED BY: _____CARRIER: _____NO. CASES: _____ RECEIPT DATE: _____

Central PO copy

Sample PO (showing 2 lines per item)

Chapter 3: Purchase Order Features

Overview

A number of features are available in the Purchase Order Entry program that you can use as you enter items and quantities to order. Although they are not required for entering purchase orders onto your system, they can aid in this process. These features are available from the **Header**, **Functions**, and **Utilities** pull-down menus. Inquiries are discussed in Chapter 4.

Header Features

The following features are available from the **Header** pull-down menu on the Purchase Order Header screen.

- Recall a Purchase Order

  Retrieve a purchase order on your system so you can edit, reprint, cancel, or delete the order.

- Create PO from Order

  Create purchase orders from customer orders entered in Transaction Entry. Refer to Chapter 5 of this manual for more information.

- Enter Receipt

  Enter receipts of items to receive goods into your inventory. The receipts you enter update your inventory files with new quantities, new costs, and other information. Refer to Chapter 9 for more information about Receipt Entry.

- Activate All Limit Access Fields

  Activate those fields on the Purchase Order Header screen that have been indicated as limited access fields.

Functions Features

The following features are available from the Functions pull-down menu on the Purchase Order Header, Lines, and Totals screens.

- Save Current Purchase Order

  Save the information you enter on the current purchase order without updating the information on your system.

- Print Proofread Copy

  Print a copy of the current purchase order for proofreading before you update it.

- Print PO Analysis Report

  Print an analysis of the current purchase order to review purchase order quantities before updating the PO.

- Reprint Current Purchase Order

  Print the current purchase order after it has been updated.

- Delete Current Purchase Order

  Delete the current purchase order.

- Cancel Current Purchase Order

  Cancel the current purchase order.

- Enter Anticipated Cost Group Purchases

  Enter cost group purchases you will make on the current purchase order.

- Recost Cost Group Purchases and Update Anticipateds

  Recalculates costs for all items on the current purchase order according to cost group purchases, as well as updates your anticipated cost group purchases with the actual cost group purchases made. This feature is available only from the Purchase Order Lines screen.

- Recost Only Based on Cost Group Purchases

  Recalculates costs for all items on the current purchase order according to the actual cost group purchases made. This feature is available only from the Purchase Order Lines screen.

- Start A New Purchase Order

  Begin a new purchase order without saving the information entered on the current purchase order or save changes to a recalled purchase order.

*Although the Spawn Central Purchase Order feature is listed on the **Functions** pull-down menu for all three screens, the asterisk next to this function indicates that it is not currently available.*

Utilities Features

Different Utilities features are available on each of the Purchase Order screens. The following features are available from the **Utilities** pull-down menu on the Purchase Order Header screen.

- Add Vendor

  Add a vendor into the Vendor Maintenance program without leaving Purchase Order Entry. Refer to your Primary File Administration manual for instructions on this program.

- Permanent PO Maintenance

  Create and maintain permanent purchase orders for items that you purchase on a regular basis. Permanent purchase orders can be imported into purchase orders using the Import Permanent Purchase Order feature available from **Utilities** pull-down menu on the Purchase Order Lines screen. Refer to Chapter 12 in this manual for instructions on the Permanent Purchase Order Maintenance program.

- Pre-Purchase Order Maintenance

  Assign a pre-purchase order number without leaving Purchase Order Entry. Refer to Chapter 6 in this manual for instructions on this program.

- Transaction Entry

  Access Transaction Entry without leaving Purchase Order Entry. Refer to your Customer Sales Entry manual for instructions on using this program.

- Calculator

  For your convenience, a calculator is available for those quick calculations.

- Mail

  Check your mail without leaving Purchase Order Entry. Refer to your ECS Pro User's Guide for instructions on using this program.

*The Calculator program is also available on the **Utilities** pull-down menu on the Lines and Totals screens.*

The following features are available from the **Utilities** pull-down menu on the Purchase Order Lines screen.

- Import Permanent Purchase Order

  Import the items on a permanent purchase order into the current purchase order.

- Import Item Range

  Import a range of items into the current purchase order.

- Import Order to PO Items

  Create a purchase order and then import items that have not been purchased from customer orders without leaving Purchase Order Entry. This feature also allows you to import item lines on a purchase order that has already been saved.

- Import from an Order

  Copy lines from a customer order into a new purchase order. This feature also creates an order-to-PO relationship so that the status of the purchase order can be tracked. The cost is also updated to the order correctly.

- Import from a Buy

  Import the items and item quantities offered on a buy into the current purchase order.

- Copy from a PO

  Copy lines from an existing purchase order into a new purchase order. This feature is similar to the Copy Order/Quote feature in Transaction Entry.

- Sort Purchase Order Lines

  Sort the lines on the current purchase order in order of how they are included in your price book or in order of their inventory areas.

- Quantity Distribution Option

  Enable or Disable automatic quantity distribution on central purchase orders.

Lines Features

The following Lines Features are available from the **Lines** pull-down menu on the Purchase Order Lines screen.

- Delete line
- Search/Go to
- Insert line
- Cancel line
- Go to last line
- Full screen/Split screen

As you are entering line items on a purchase order, use these features to navigate the Purchase Order Lines screen or to insert, cancel or delete purchase order lines. These features are discussed in Chapter 2 of this manual.

Totals Features

The following Totals features are available from the **Totals** pull-down menu on the Purchase Order Totals screen.

- Apply Global Discount

  Enter a trade discount percentage to apply to every line on the current purchase order. Any global discount entered using this function overrides trade discounts that may have been entered for specific lines.

- Apply Discount Amount

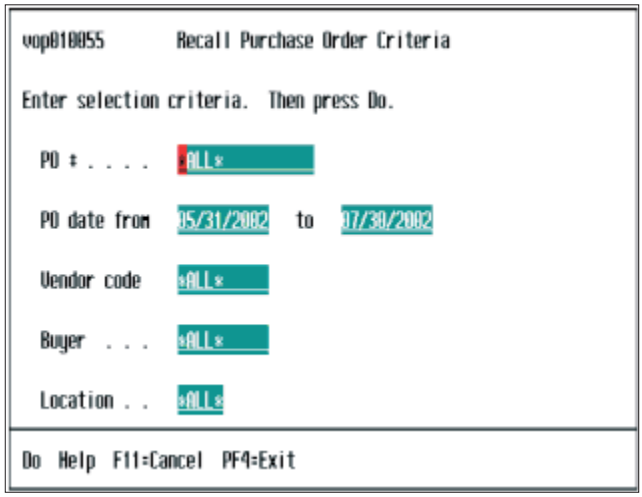
  Enter a trade discount percentage to apply to every line on the current purchase order. Any global discount entered using this function overrides trade discounts that may have been entered for specific lines.

Header Features

Recalling a Purchase Order

Use the Recall a Purchase Order feature to retrieve a purchase order currently on your system. You might want to recall a purchase order so you can add more lines, edit existing lines, reprint it, cancel it, delete it, or perform any other tasks. This feature is accessible only from the Purchase Order Header screen.

When you select **Recall purchase order** from the **Header** pull-down menu, the Recall Purchase Order Criteria window opens requiring you to enter the criteria to use to determine the purchase orders to recall.


vop810055 Recall Purchase Order Criteria
Enter selection criteria. Then press Do.
PO # . . . . *ALL*
PO date from 05/31/2002 to 07/30/2002
Vendor code *ALL*
Buyer . . . *ALL*
Location . . *ALL*
Do Help F11=Cancel PF4=Exit

Recall Purchase Order Criteria window

Purchase Order Number

Enter the number of the purchase order to recall in the **PO #** field. This must be the number of a purchase order that currently exists on your system. Or, accept the default *ALL* and choose the desired purchase order from all the ones on your system.

When you are recalling a purchase order for which you know a portion of the purchase order number, an asterisk (*) can be used in your entry to represent any characters.

For example, assume that you want to recall a purchase order that you know has a purchase order number beginning with 100012, but you can't remember the last three digits of the number. Entering 100012* in the **PO #** field allows you to select the desired purchase order from a selection list of all purchase orders beginning with these numbers. Asterisks at this field work in the same manner as when they are used in item or vendor lookups. Refer to your ECS Pro User's Guide for more information on using wildcards.

Purchase Order Date Range

At the purchase order date range fields, enter the range of dates in which the purchase orders you want to choose from were built. The default date range initially displayed always begins with the first day of the month, and ends with the current date. You can change this date range as long as the to date is later than or equal to the from date, and an entry other than *ALL* has been made at either the **PO #** or **Vendor code** field. If the entry at both of these fields is *ALL*, the total number of days in the range cannot exceed 100. Enter the beginning date of the range in which the purchase orders you want to choose from were built in the **PO date from** field, and then enter the ending date of the range in which these purchase orders were built in the **to** field. Dates must always be entered in the format MMDDYYYY.

Vendor Code

Enter the code of the vendor the purchase orders you want to choose from were built for. The code you enter must be an existing vendor code up to 10 characters previously established on your system using the Vendor Maintenance program in Primary File Administration. If you are unsure of the vendor code to enter, press **<Prompt> (PF2)** to look up the appropriate vendor. Or, accept the default, *ALL*, and choose a purchase order from purchase orders for all vendors.

Buyer

At the **Buyer** field, enter the code of the buyer who built the purchase orders you want to choose from. The code you enter must be an existing buyer code up to 10 characters previously established on your system using the Buyer Maintenance program in Primary File Administration. If you are unsure of the buyer code to enter, press **<Prompt> (PF2)** to open the Buyer Selection window and choose one from those listed. Or, accept the default, *ALL*, and choose a purchase order from purchase orders built by all buyers.

Location

Enter the number of the location for which the purchase orders you want to choose from were entered in the **Location** field. The number you enter must be the number of an existing location. Your company's locations are determined at the time the ECS Pro software is installed, and can be maintained using the Location Maintenance program in Primary File Administration. If you are unsure of the location number to enter, press **<Prompt> (PF2)** to open the Location Selection window and choose one from those listed. You can also accept the default value, *ALL*, and choose a purchase order from purchase orders for all locations.

Purchase Order Selection

Once you have entered and accepted your criteria, the Purchase Order Selection window opens, listing in chronological order by purchase order date, all the purchase orders on your system that match the criteria you entered. For each purchase order, the purchase order date, purchase order number, vendor code, transaction type, buyer code, location, amount and status are listed. Only purchase orders with statuses of accepted, entered or backordered are displayed.

Depending on how the PO Recall Display Option is set in the Vendor Order Processing Preferences program, the buyer code may not display. If the buyer code is not displayed, either nothing will take its place in this window, or one of the four memo fields (listed by the label assigned to it in the PO Memo Field Option preferences program) will be displayed. Refer to your System Preferences Guide for more information.

```
vop010056              Purchase Order Selection              More:

Select a purchase order to recall.  Then Enter.

 Date     PO Number      Vendor   Type              Loc    Amount Sts

 05/31/02 007285         PARA     RELD               1     10.12  R
 05/31/02 007286         ACEVNDR  STD                1     44.00  A
 05/31/02 007288         ACEVNDR  CRED               1     22.00  A
 05/31/02 7777777777     HWI      DROP               1     35.00  A
 05/31/02 9999999        PARA     CENT               1     38.00  A
 06/28/02 007296         ACEVNDR  SPEC               1     28.00  A
 06/28/02 KMA9132        VENDORTESSPEC               1     31.00  A
 07/26/02 007297         ACEVNDR  STD                1     45.00  A


Enter  Help  F11=Cancel  PF9=Exit
```

Purchase Order Selection window

Rules for Editing Recalled Purchase Orders

When recalling a purchase order, it is important to be aware of certain rules that apply, depending on the status of the purchase order and the lines contained on it. Most notably, you cannot recall a purchase order with a status of received, canceled, or deleted. As mentioned earlier, purchase orders with these statuses are not displayed in the Purchase Order Selection window. You can recall purchase orders with statuses of entered, accepted or backordered. However, certain rules apply when making changes to them. These rules are outlined in the following text, and are summarized in the table below.

When an accepted or backordered purchase order is recalled, the status of the purchase order is indicated in the upper right corner of the Purchase Order Header screen by the word *Accepted* or *Backordered*, respectively.

Entered Purchase Orders

When you recall an entered purchase order, you can change information on any of the screens with the exception of the purchase order type and account number. This is because no records have been updated with information from a purchase order that is entered but not updated. In addition, you cannot cancel an entered purchase order.

Accepted Purchase Orders

When you recall an accepted purchase order, special rules apply to changing information on the Purchase Order Header, Lines, and Totals screens. You cannot enter anticipated cost group purchases on an accepted purchase order.

On the Purchase Order Header screen, no changes can be made to any of the four pre-header fields, the purchase order number, account number, or the vendor code. This is because these fields have been used to update records for an accepted purchase order. Any of the other entry fields on the Header screen may be changed.

On the Purchase Order Lines screen, you may change any information on any line. However, if you change an item code, the cost on the line does not change automatically. The program assumes you are replacing the item with a like item from the vendor at the same cost. You must enter the new cost if it is different.

On the Purchase Order Totals screen, choose **Reprint and update the purchase order** in the **Print option** field to reprint the purchase order. Any change made to the current purchase order are saved, and the appropriate Reprint Purchase Order window opens. Refer to Chapter 2: Purchase Order Entry for further information on the various Reprint Purchase Order windows and the Reprint feature. You can also choose **Update the purchase order without printing** to update without printing. To delete the recalled purchase order, you must use the Delete Current Purchase Order feature. In addition, you cannot change the selection in the **Cost option** field. Any of the other entry fields on the Purchase Order Totals screen may be changed.

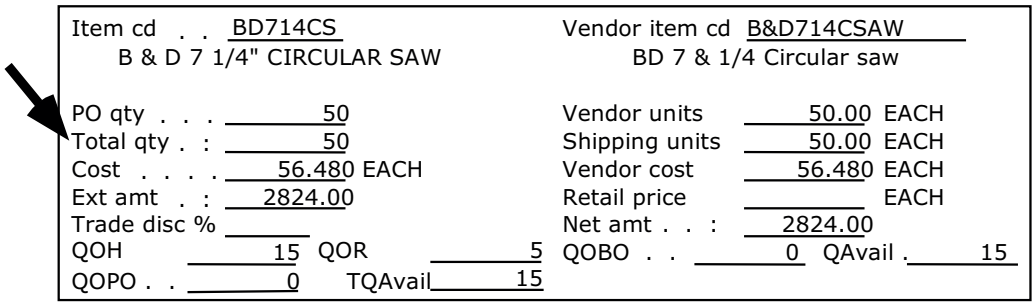
Backordered Purchase Orders

When you recall a backordered purchase order, the rules for the Purchase Order Header and Totals screens are the same as those for an accepted purchase order. However, the rules that apply for the Purchase Order Lines screen depend on the status of the particular purchase order line you are working with. In addition, you cannot enter anticipated cost group purchases and you cannot delete a backordered purchase order.

On a backordered purchase order, it is possible to have lines with statuses of entered, accepted, backordered, received, or canceled. Deleted lines are not displayed.

On lines with statuses of accepted, you can change any information on the line, including the item code or item description. Conversely, lines with statuses of received or canceled cannot be modified at all. This includes modification of the item description, and entering or editing line remarks. You cannot delete received or canceled purchase order lines.

On lines with a status of backordered, however, you cannot change the item code or edit the item description using the option available in the Line Options window. Backordered purchase order lines cannot be deleted. Also on a backordered line, an additional display field called Total qty displays in the detail window under the **PO qty** field. This field represents the original quantity ordered for the line, while the **PO qty** field now represents the quantity remaining open. You can enter a new quantity in the **PO qty** field, representing the quantity to remain open. The figure below shows a sample detail window displaying the **Total qty** field.


Item cd . . BD714CS
B & D 7 1/4" CIRCULAR SAW
Vendor item cd B&D714CSAW
BD 7 & 1/4 Circular saw
PO qty . . . 50
Total qty . : 50
Cost . . . . 56.480 EACH
Ext amt . : 2824.00
Trade disc %
QOH 15 QOR 5
QOPO . . 0 TQAvail 15
Vendor units 50.00 EACH
Shipping units 50.00 EACH
Vendor cost 56.480 EACH
Retail price EACH
Net amt . . : 2824.00
QOBO . . 0 QAvail . 15

Purchase Order Header screen of a Recalled Purchase Order

For example, assume you originally ordered 100 Stanley hammers. You have received 50 of them and backordered the remaining 50. Upon recalling this purchase order, you decide you don't want to keep those 50 open on that line, so you enter a new purchase order quantity of zero (0). The same holds true of quantity distribution on backordered lines on central purchase orders. Any new quantity entered for a location represents the quantity to remain open on the current purchase order line.

Summary of Recall Rules

PO Status	Recall Rules
Entered	Cannot change purchase order type Cannot cancel
Accepted	Cannot change pre-header fields Cannot change purchase order number Cannot change vendor code Cannot enter anticipated cost group purchases Cannot change cost option selection Can choose Reprint and update the purchase order or Update the purchase order without printing for print option

PO Status	Recall Rules
Backordered	Cannot change pre-header fields Cannot change purchase order number Cannot change vendor code Cannot enter anticipated cost group purchases Cannot change cost option selection Can choose Reprint and update the purchase order or Update the purchase order without printing for print option Cannot delete *Backordered lines:* Cannot change the item code Cannot edit item description New quantity entered indicates the quantity to remain open on line Cannot delete *Received lines:* Cannot modify fields Cannot delete Canceled lines: Cannot modify fields Cannot delete
Received	Cannot recall
Deleted	Cannot recall
Canceled	Cannot recall

Activating All Limit Access Fields

All the possible header fields may not be displayed on the Purchase Order Header screen and some of those that are not displayed may not be modifiable. This depends on the way in which the preferences have been set for your terminal, and the screen that has been assigned to the purchase order type you are entering. Some of the fields may be inactive and some may be limited access fields. Purchase order screens are established using the Purchase Order Entry Screen Maintenance program, and are assigned to purchase order types using the Purchase Order Screen by Session Preferences program.

Use the Activate All Limit Access Fields feature to make active those fields on the Purchase Order Header screen that have been indicated as limited access fields for the screen you are using. This feature is accessible only from the Purchase Order Header screen.

Fields are normally made limited access fields to increase efficiency in building purchase orders. You take less time building a purchase order if the cursor doesn't stop in the fields that most likely don't need to be changed, such as the vendor's name, address, telephone number, and other information. However, you might want to make fields active to correct information.

When you access the Activate All Limit Access Fields feature, the cursor returns immediately to the Purchase Order Header screen, and the fields that had been limited access fields are now available to be modified. These fields are activated for the current purchase order only. When you are finished building this purchase order and you return to the Purchase Order Header screen, these fields will again be limited access fields. In addition, if you were to cancel out of the program or change the purchase order screen being used, these fields would no longer be active when you return to the Purchase Order Header screen.

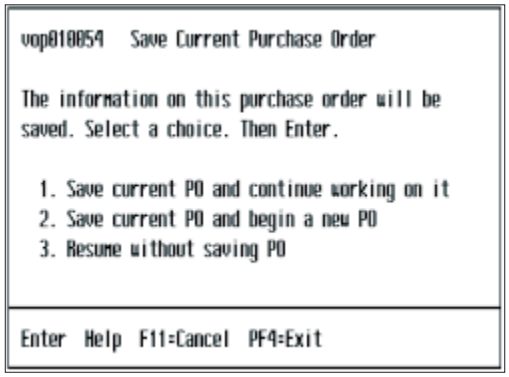
To activate all limited access fields from the Purchase Order Header screen, press **<Actions> (PF1)** to access the action bar and select **Activate all limit access fields** from the **Utilities** pull-down menu. The fields on the screen that are limited access fields are activated for this purchase order only.

Functions Features

Saving the Current Purchase Order

Use the Save Current Purchase Order feature at any time to save the information on the purchase order you are building without actually updating the information on your system. This is useful when you are building an especially long purchase order containing many items. This feature is accessible from the Purchase Order Header, Lines, and Totals screens.

When you select **Save current purchase order...** from the **Functions** pull-down menu, the Save Current Purchase Order window opens allowing you to choose the manner in which to save the current purchase order.

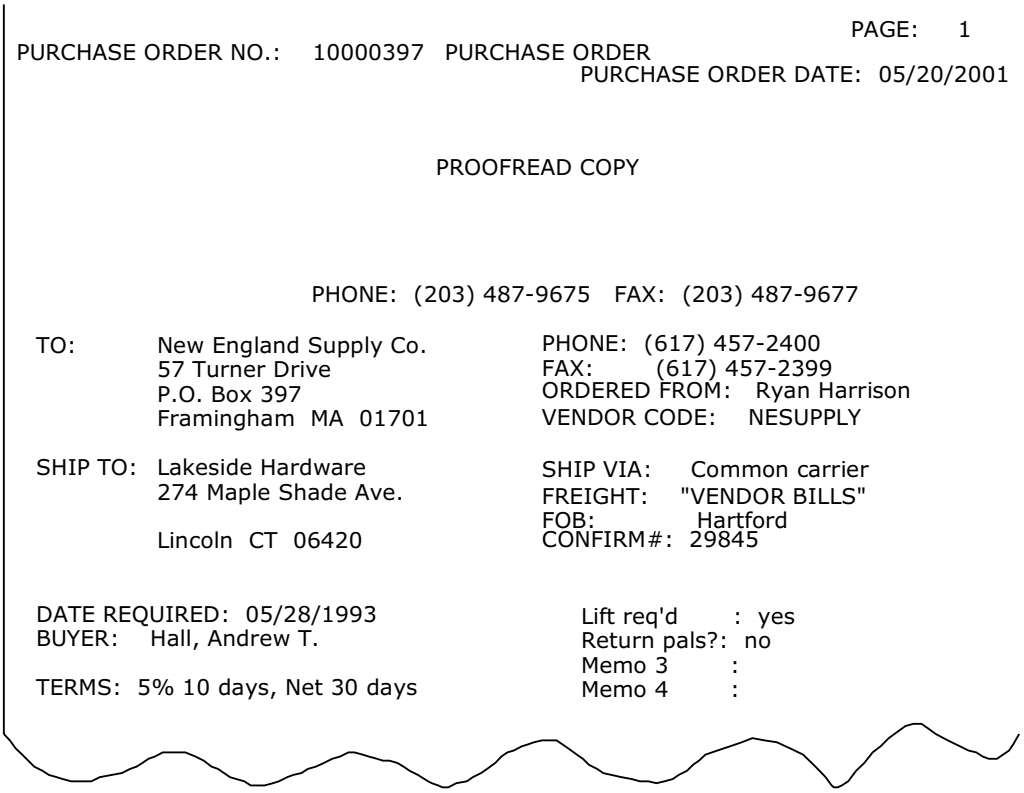

vop010054 Save Current Purchase Order
The information on this purchase order will be saved. Select a choice. Then Enter.
1. Save current PO and continue working on it
2. Save current PO and begin a new PO
3. Resume without saving PO
Enter Help F11=Cancel PF9=Exit

Save Current Purchase Order window

Printing a Proofread Copy

Use the Print Proofread Copy feature to print a copy of the current purchase order for proofreading purposes, without updating this information on your system. Using this feature, you can look at what's been entered so far on the purchase order you are currently building. This feature is accessible from the Purchase Order Header, Lines, and Totals screens. It can only be performed on a purchase order with a status of Entered. If the information entered so far on the purchase order has not yet been saved using the Save Current Purchase Order feature, the information will be saved upon printing a proofread copy.

When you print a proofread copy, only the vendor's copy is printed, regardless of the copy types that you have established using the PO Copy Type Preferences program, discussed in Chapter 12. Proofread copy prints at the top of the proofread copy clearly identifying the purchase order as a copy for proofread purposes only, and not the actual purchase order. The figure below shows a sample header portion of a proofread copy of a purchase order.



PAGE: 1

PURCHASE ORDER NO.: 10000397 PURCHASE ORDER

PURCHASE ORDER DATE: 05/20/2001

PROOFREAD COPY

PHONE: (203) 487-9675 FAX: (203) 487-9677

TO: New England Supply Co.
57 Turner Drive
P.O. Box 397
Framingham MA 01701

PHONE: (617) 457-2400
FAX: (617) 457-2399
ORDERED FROM: Ryan Harrison
VENDOR CODE: NESUPPLY

SHIP TO: Lakeside Hardware
274 Maple Shade Ave.

Lincoln CT 06420

SHIP VIA: Common carrier
FREIGHT: "VENDOR BILLS"
FOB: Hartford
CONFIRM#: 29845

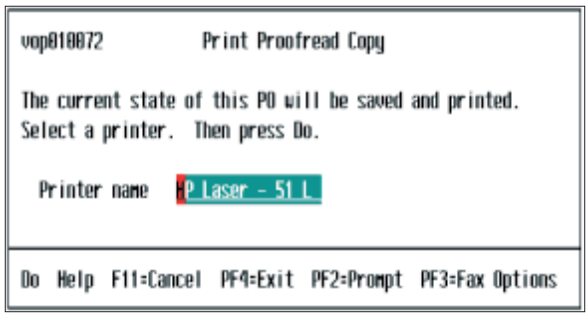
DATE REQUIRED: 05/28/1993
BUYER: Hall, Andrew T.

TERMS: 5% 10 days, Net 30 days

Lift req'd : yes
Return pals?: no
Memo 3 :
Memo 4 :

Sample header portion of a Purchase Order Proofread Copy

When you select **Print proofread copy...** from the Print/Reprint Proofread menu selections on the **Functions** pull-down menu of the current screen, the Print Proofread Copy window opens requiring you to enter the name of the printer at which to print the proofread copy.


vop810872 Print Proofread Copy
The current state of this PO will be saved and printed.
Select a printer. Then press Do.
Printer name
Do Help F11=Cancel PF4=Exit PF2=Prompt PF3=Fax Options

Print Proofread Copy window

The default printer displayed in this window is the printer established for printing the vendor copy for this purchase order type from this terminal. This printer is set up using the Purchase Order Printer by Session Preferences program, discussed in your System Manager's Guide. You can accept the displayed printer name, or enter the name of another printer at which to print the proofread copy. If you are unsure of the printer name to enter, press **<Prompt> (PF2)** to open the Printer Selection window and choose one from those displayed.

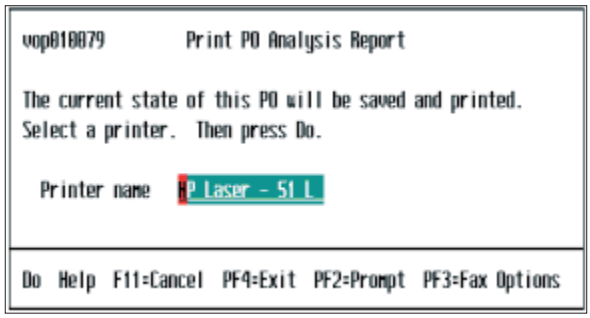
Printing a PO Analysis Report

Use the Print Analysis Report feature to print a hard copy of the current order quantities for the items on your purchase order. This is most useful after importing a range of items or a permanent purchase order to verify these quantities without updating the purchase order information into your records. The hard copy that results when this feature is used also includes suggested order quantity and a week's supply quantity information for each item on the purchase order. When you use the Import Permanent Purchase Order or Import Item Range feature to import items, you can choose the quantities to import. After making adjustments to those quantities for the current purchase order, you may want to use the Print PO Analysis Report feature to check them against the additional purchasing information provided.

Although the purchase order information is not updated into the records on your system, the current purchase order is saved when this feature is used.

Important: To include the vendor's item code and aisle, bin, and shelf information, be sure that the PO Analysis Report Option is set to print secondary line information. Refer to your System Preferences Guide.

When you select **Print PO analysis report...** from the **Print/Reprint Proofread** menu on the **Functions** pull-down menu, the Print PO Analysis Report window opens allowing you to indicate the printer to use to print your analysis report.


vop010079 Print PO Analysis Report
The current state of this PO will be saved and printed.
Select a printer. Then press Do.
Printer name
Do Help F11=Cancel PF4=Exit PF2=Prompt PF3=Fax Options

Print Analysis Copy window

The default printer displayed in this window is the printer established for printing the vendor copy for this terminal for the current purchase order type. This printer is set up using the Purchase Order Printer by Session Preferences program, discussed in your System Manager's Guide. You can accept the displayed printer name, or enter the name of another printer. If you are unsure of the printer name to enter, press **<Prompt> (PF2)** to open the Printer Selection window and choose one from those displayed.

The table below lists and defines the information printed on the report.

The second line of information for each item (Vendor Item Code, Aisle, Bin, and Shelf), only displays if you have set the PO Analysis Report Option preference to print secondary line information.

Analysis Copy Information

Column	Definition
Ln#	Number of the line on which this item is listed on the purchase order.
Item Code	Item code assigned to this item using the Item Maintenance program in Primary File Administration.
Item Description	Description of the item, as entered using the Item Maintenance program in Primary File Administration.
Suggested Order Qty	Current quantity for this line on this purchase order; this may be the quantity that was imported with the line when an item range or permanent purchase order has been imported, or the quantity manually entered by the user.
Pkg Qty	Number of items per package.
Qty on Hand	Quantity of this item currently on hand.
Qty on Reserve	Quantity of this item currently reserved.
Qty on PO	Quantity of this item currently on purchase order.
Min Qty	Minimum quantity on hand desired for this item, as entered in the item record.
Max Qty	Maximum quantity on hand desired for this item, as entered in the item record.
Weeks Supply	Number of weeks of supply you have in stock or on PO based on units sold last 12 months; calculated as: $\frac{(QOH + QOPO) - QOR}{\text{Units Sold per Week}}$ Units Sold per Week = $\frac{\text{Units Sold Last 12 Months}}{\text{No. of Mos. x 4}}$ If number of months > 12, use 12

Column	Definition
Monthly Usage	Average number of units sold per month calculated as: Units sold last 12 months / 12.
Units LMTD	Number of units of this item sold last month.
Vendor Item	Code assigned to the item by the vendor, established using Item/Vendor Maintenance in Primary File Administration.
Aisle, Bin, Shelf	Name of the aisle, bin, and shelf in the inventory area in which this item is stored at this location, as established using Inventory Area Maintenance in Primary File Administration.

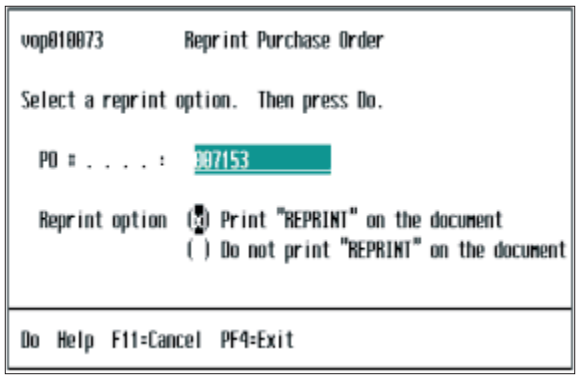
Reprinting the Current Purchase Order

Use the Reprint Current Purchase Order feature to print a purchase order that has been updated, or to reprint a purchase order that has previously been printed. You may reprint any of the copy types that have been established for the current purchase order type using the PO Copy Type Preferences program. In addition, you may enter the printer to print each copy type to. Refer to Chapter 12: Vendor Order Processing Maintenance and Utilities for more information about the PO Copy Type Preferences program.

To use this feature, the selected purchase order must have at least been updated. Only purchase orders with a status of Accepted or Backordered can be reprinted. A purchase order that has been entered but not updated cannot be reprinted. However, a proofread copy can be printed for an entered purchase order that has not been updated. Refer to the discussion of the Print Proofread Copy feature earlier in this section for more information.

When you select **Reprint current purchase order** from the Print/Reprint purchase order menu selections of the **Functions** pull-down menu, the Reprint Purchase Order window opens. The contents of this window vary depending on the status of the purchase order you are reprinting.

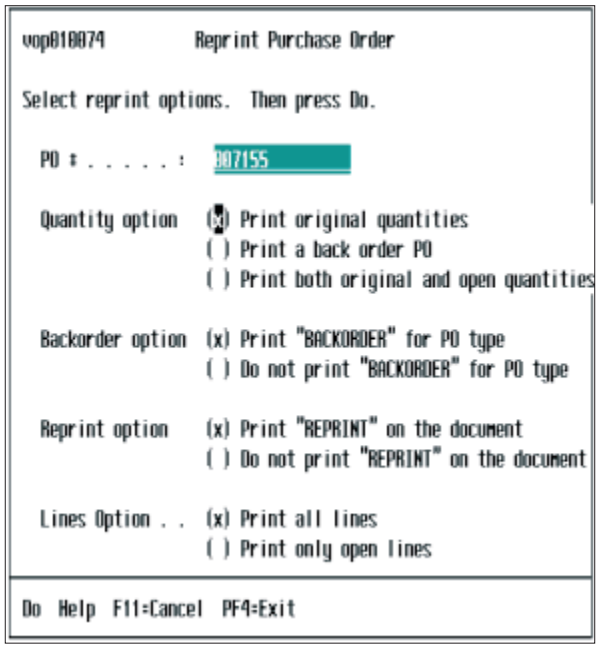
When you are reprinting a purchase order with a status of Accepted, the window shown below opens displaying the purchase order number of the current purchase order, and allowing you to choose whether to print the word REPRINT on the document.


vop810073 Reprint Purchase Order
Select a reprint option. Then press Do.
PO # . . . . : 007153
Reprint option (•) Print "REPRINT" on the document
( ) Do not print "REPRINT" on the document
Do Help F11=Cancel PF4=Exit

Reprint Purchase Order window for Accepted purchase orders

At the **Reprint option** field, select **Print "REPRINT" on the document** to identify the printed document as a reprinted copy of the original purchase order. If you don't want to identify the document in this manner, choose **Do not print "REPRINT" on the document**.

When you are reprinting a purchase order with a status of Backordered, the window shown below opens displaying the purchase order number of the current purchase order. However, it allows you to choose a quantity option and a backorder option in addition to the reprint option provided when reprinting an Accepted purchase order.


vop010074 Reprint Purchase Order
Select reprint options. Then press Do.
PO # . . . . . : 007155
Quantity option (x) Print original quantities
( ) Print a back order PO
( ) Print both original and open quantities
Backorder option (x) Print "BACKORDER" for PO type
( ) Do not print "BACKORDER" for PO type
Reprint option (x) Print "REPRINT" on the document
( ) Do not print "REPRINT" on the document
Lines Option . . (x) Print all lines
( ) Print only open lines
Do Help F11=Cancel PF9=Exit

Reprint Purchase Order window for Backordered purchase orders

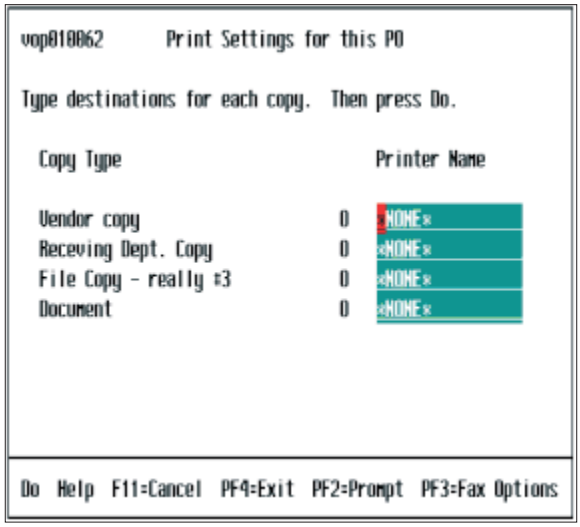
At the **Quantity option** field, choose **Print original quantities** to print the quantities originally entered on the current purchase order, before any of the items were received. Select **Print a backorder PO** to print only the quantities of each item remaining open on the current purchase order. To print both the quantities originally entered and the quantities of the items remaining open on backorder, choose **Print both original and open quantities**.

At the **Backorder option** field, select **Print "BACKORDER" for PO type** to identify the printed document as a backorder document by printing BACKORDER for the purchase order type. If you don't want to identify the document as such, choose **Do not print "BACKORDER" for PO type**.

At the **Reprint option** field, select **Print "REPRINT" on the document** to identify the printed document as a reprinted copy of the original purchase order. If you don't want to identify the document in this manner, choose **Do not print "REPRINT" on the document**.

At the **Lines option** field, select **Print all lines** to print all the lines on the PO. If you only want to print the open lines, select **Print only open lines**.

Whether you are reprinting a purchase order with a status of Accepted or Backordered, the purchase order you are working with is saved after accepting the current Reprint Purchase Order window, as indicated by the following notification message: "Updating purchase order. Please wait...." This ensures that all changes you make are included on the reprinted purchase order. Once the purchase order is saved, the Print Settings for this PO window opens when you accept your selections in the Reprint Purchase Order window. This window allows you to edit the default printers on which to print each copy type for the purchase order you are reprinting only. You can establish several different copies to be print for each purchase order type using the PO Copy Type Preferences program. In addition, a specific printer can be indicated as the default printer each copy type is to print on. Information and instructions on the PO Copy Type Preferences program are available in Chapter 12.


vop810062 Print Settings for this PO
Type destinations for each copy. Then press Do.
Copy Type
Printer Name
Vendor copy 0 *NONE*
Receving Dept. Copy 0 *NONE*
File Copy - really #3 0 *NONE*
Document 0 *NONE*
Do Help F11=Cancel PF9=Exit PF2=Prompt PF3=Fax Options

Print Settings for this PO window

The Print Settings for this PO window displays the copy types that have been established to print for the current purchase order type with print settings of A (always print) or O (optional to print), and the default printer on which each copy is to print.

For each copy type, you may enter a different printer on which to print for the purchase order you are reprinting, or you may remove the displayed printer name and choose not to print a copy type. Press **<Enter>** to move from field to field. If you are unsure of a printer name to enter, press **<Prompt> (PF2)** to open the Printer Selection window and choose one from the displayed list. If you don't want to print one of these copy types, enter *NONE* in the **Printer Name** column.

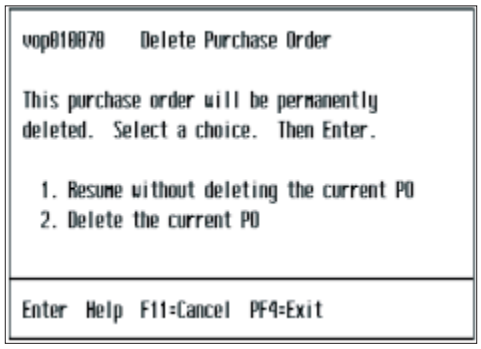
After entering a printer name for each displayed copy type, the various copies print on the indicated printers, and the cursor returns to the current purchase order.

Deleting the Current Purchase Order

Use the Delete Current Purchase Order feature to delete the currently displayed purchase order without saving any of the information it contains. A purchase order is usually deleted if you have decided you don't want to purchase the items from the vendor. Once a purchase order has been deleted, there is no trace of it ever existing on your system.

You cannot delete a purchase order that is partially received, totally received, or canceled. However, you can use the Cancel Current PO feature to cancel the remaining quantity on a purchase order that has been partially received.

When you select **Delete current purchase order...** from the Functions pull-down menu, the Delete Purchase Order window opens informing you that the purchase order will be permanently deleted, and allows you to choose whether to continue with the deletion.


vop010070 Delete Purchase Order
This purchase order will be permanently deleted. Select a choice. Then Enter.
1. Resume without deleting the current PO
2. Delete the current PO
Enter Help F11=Cancel PF9=Exit

Delete Purchase Order window

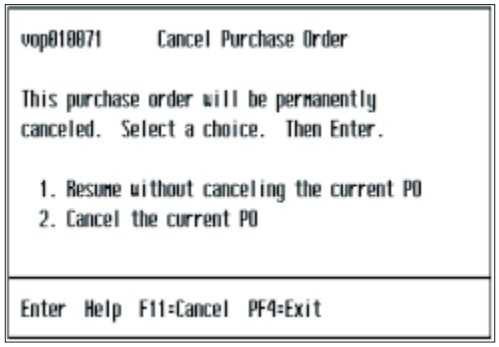
When a purchase order that has been assigned a purchase order number is deleted using this feature, a message is logged in the Purchase Order Entry Log on your system. A report of this log can be obtained by printing the Purchase Order Entry Log Report, available from the Vendor Order Processing main menu Utilities pull-down menu. Refer to Chapter 12: Vendor Order Processing Maintenance and Utilities for information on this report.

Canceling the Current Purchase Order

Use the Cancel Current Purchase Order feature to cancel the currently displayed purchase order. A purchase order is usually canceled at the request of the vendor because he cannot or will not fill the order.

You cannot cancel a purchase order that has been totally received, canceled or deleted, or one that has not been accepted. You may cancel a purchase order that has been partially received. However, you can only cancel the remaining (backordered) quantity.

When you select **Cancel current purchase order...** from the **Functions** pull-down menu, the Cancel Purchase Order window opens informing you that the current purchase order will be permanently canceled, and allows you to choose whether to continue with the cancellation.


vop010071 Cancel Purchase Order
This purchase order will be permanently canceled. Select a choice. Then Enter.
1. Resume without canceling the current PO
2. Cancel the current PO
Enter Help F11=Cancel PF4=Exit

Cancel Purchase Order window

Entering Anticipated Cost Group Purchases

Several of your vendors may offer discounts on purchases of specific groups of items. These discounts, called cost group breaks, are applied by the vendor whenever you purchase a specific amount or quantity of items included in a particular group determined by the vendor.

To take advantage of these discounts, the cost groups and their associated breaks must be established for each vendor using the Vendor Maintenance program in Primary File Administration. Having these established on your system provides you the opportunity to reflect the cost group breaks offered in the costs on your purchase orders. Refer to the Primary File Administration manual for more information about establishing and maintaining cost groups.

The most effective way to use cost group purchases on your purchase orders is to use the Enter Anticipated Cost Group Purchases feature to enter the purchases you anticipate you will make on the purchase order before you begin entering the actual purchase order lines. Then, as you enter the items on the purchase order, their costs will be calculated according to the cost group break that meets the purchase quantity you have entered.

The Enter Anticipated Cost Group Purchases function cannot be used on credit purchase orders. This feature also cannot be used on purchase orders with a status of accepted or backordered. In addition, the associated recosting options are not available.

For example, assume you are ordering several items that are in a cost group called Stanley Hand Tools. This cost group has been established with a discount of two percent for each 100 purchased (i.e., 100 = 2%, 200 = 4%, etc.). From the Purchase Order Header screen for this purchase order, you immediately access the Enter Anticipated Cost Group Purchases feature and indicate that you anticipate you will be purchasing a quantity of 400 units of items in this cost group. Then, you return to the screen to continue building the purchase order.

On the Purchase Order Lines screen, the first item you enter is a quantity of 50 Stanley hammers, which of course does not meet the minimum quantity of 100 required to be purchased to receive a discount. However, since you have indicated that the end result of this purchase order will be a total quantity of 400 items in this cost group, the cost that displays for Stanley hammers incorporates the appropriate cost group break, an eight percent discount.

The Purchase Order Entry program assumes that you will eventually meet the quantity anticipated and calculates costs accordingly for each item included in the cost group. Using this method, you are aware of the true cost of all items immediately as you enter them. You would never have to use either of the recost options available from the **Functions** pull-down menu on the Purchase Order Lines screen.

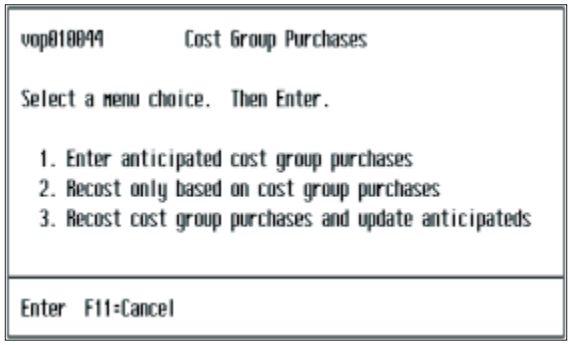
When you plan to use cost group breaks on your purchase orders, you are not required to enter anticipated purchases before entering any purchase order lines. You may enter anticipated purchases any time while building the purchase order, or after all lines have been entered. This is easy to do since this feature is available from all three screens in the Purchase Order Entry program. Any lines that you have entered prior to indicating your anticipated purchases are recalculated to reflect the break cost. Recost options are available from the Purchase Order Lines screen that allow you to recost the entire purchase order according to your anticipated purchases, and update the anticipateds if desired. These recost options are discussed later in this section.

You may decide not to enter anticipated purchases, desiring instead to calculate cost group breaks when the purchase order is completed. If items on the purchase order are included in cost groups, the appropriate costs can be calculated by recosting the purchase order using one of the two cost group recost options. The disadvantage of this method is that you will not know the true costs of the items until this is done.

If you delete a purchase order line containing an item included in a cost group break, the costs of other items in the group may be affected. Use one of the cost group recost options to recost the items on the purchase order after deleting such an item.

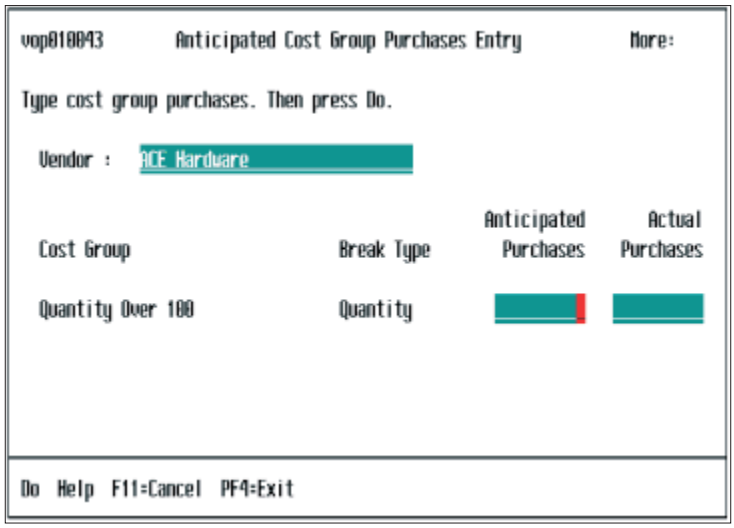
When you select **Enter anticipated cost group purchases...** from the **Functions** pull-down menu on the Purchase Order Header or Totals screens, the Anticipated Cost Group Purchases Entry window opens.

From the Purchase Order Lines screen, you must first select **Cost group purchases...** from the **Functions** pull-down menu. This opens the Cost Group Purchases menu from which you can choose to enter anticipated purchases, or choose from two options for recosting the cost group purchases on your purchase order. The two recost options are used to recost the items on this purchase order according to cost group purchases. One also allows you to update the anticipated purchases you have entered to reflect actual purchases. They are discussed later in this section.


vop010049 Cost Group Purchases
Select a menu choice. Then Enter.
1. Enter anticipated cost group purchases
2. Recost only based on cost group purchases
3. Recost cost group purchases and update anticipateds
Enter F11=Cancel

Cost Group Purchases window

When you select **Enter anticipated cost group purchases...**, the Anticipated Cost Group Purchases Entry window opens. This window displays the vendor you are building the purchase order for, and any cost groups that have been established for that vendor. For each cost group, the cost group name and break type are listed, and you may enter the amount or quantity of the items in that cost group you intend to purchase to receive a cost break on this purchase order.



Anticipated Cost Group Purchases Entry window

In the Anticipated Purchases column for each cost group you intend to purchase items from, enter the appropriate amount or quantity, depending on the break type displayed. For quantity break types, enter a quantity up to six digits, with no decimal places. For cost or retail dollar break types, enter a dollar amount up to nine digits, including two decimal places. For vendor or shipping unit break types, enter a number of units up to nine digits, including three decimal places. After entering all anticipated purchases for this vendor, costs for the items on the purchase order that are included in cost groups are recalculated based on the new anticipateds entered.

As you build your purchase order, you can access this option any time to also view the actual purchases made so far in each cost group, and how they compare to the anticipated purchases you entered. These are displayed in the Actual Purchases column after you enter lines containing items included in the cost groups listed. Using the Recost Cost Group Purchases and Update Anticipateds option on the Cost Group Purchases menu, you can later update your anticipated entries to reflect the actual purchases made when the purchase order is completed.

Cost Group Recost Options

Many of the items you enter on your purchase orders may be included in cost groups that have been determined by the vendor. A cost group is a group of items on which the vendor has indicated that you will receive a discount when you purchase a specified quantity. These discounts are called cost group breaks. To take advantage of these discounts, the cost groups and their associated breaks must be established for each vendor using the Vendor Maintenance program in Primary File Administration. Having these established on your system provides you the opportunity to reflect the cost group breaks offered in the costs on your purchase orders. Refer to the Primary File Administration manual for more information about establishing and maintaining cost groups.

The most effective way to use cost group purchases on your purchase orders is to enter anticipated purchases using the Enter Anticipated Cost Group Purchases feature before you begin entering the actual purchase order lines. This feature is discussed earlier in this section. However, if you do not enter anticipated purchases before entering the items on your purchase order, or if you do so in the midst of creating the purchase order, you can still calculate costs based on cost group purchases using one of two cost group recost options.

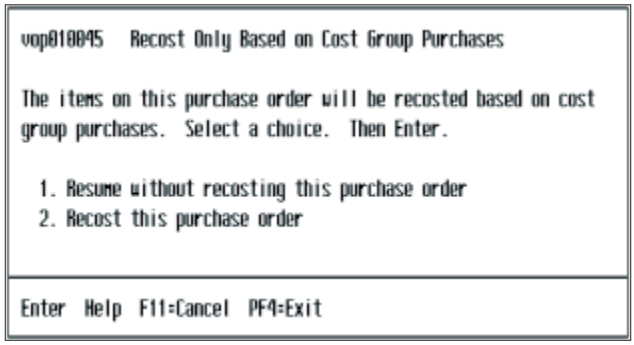
When you select **Cost group purchases...** from the **Functions** pull-down menu on the Purchase Order Lines screen, the Cost Group Purchases menu opens. From this window, you can access both cost group recost options, as well as the Enter Anticipated Cost Group Purchases function discussed earlier in this section.

Recost Based on Cost Group Purchases

The Recost Only Based On Cost Group Purchases program recalculates the costs of the items on the purchase order to reflect cost breaks associated with the cost groups in which the items are included. This option recosts all items previously entered on the purchase order before anticipated purchases were entered.

Any purchase order lines with a lock status of Locked will not be recosted. Locking and unlocking an entered cost from recost is covered in Chapter 2: Purchase Order Entry.

When you select **Recost only based on cost group purchases**, the Recost Only Based on Cost Group Purchases window opens allowing you to choose whether to continue with recosting this purchase order.


vop810045 Recost Only Based on Cost Group Purchases
The items on this purchase order will be recosted based on cost group purchases. Select a choice. Then Enter.
1. Resume without recosting this purchase order
2. Recost this purchase order
Enter Help F11=Cancel PF9=Exit

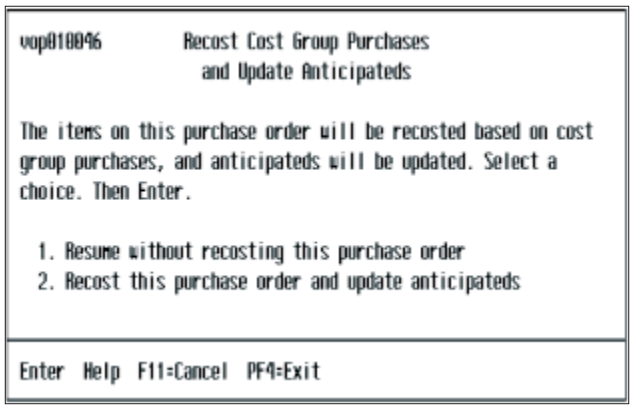
Recost Only Based on Cost Group Purchases window

Recost and Update Anticipateds

The Recost Cost Group Purchases And Update Anticipateds program allows you to recalculate the costs for the items on the purchase order to reflect cost breaks associated with the cost groups the items are included in. However, it also allows you to update the anticipated purchases with the actual purchases entered on this purchase order. This is necessary to recost all items previously entered on the purchase order if anticipated purchases were not entered.

Any purchase order lines with a lock status of Locked will not be recosted. Locking and unlocking an entered cost from recost is covered in Chapter 2: Purchase Order Entry.

When you select **Recost cost group purchases and update anticipateds**, the Recost Cost Group Purchases and Update Anticipateds window opens allowing you to choose whether to continue with recosting this purchase order and updating anticipateds.


vop010096 Recost Cost Group Purchases
and Update Anticipateds
The items on this purchase order will be recosted based on cost group purchases, and anticipateds will be updated. Select a choice. Then Enter.
1. Resume without recosting this purchase order
2. Recost this purchase order and update anticipateds
Enter Help F11=Cancel PF9=Exit

Recost Cost Group Purchases and Update Anticipateds window

Starting a New Purchase Order

Use the Start a New Purchase Order feature to begin a new purchase order without saving the information you entered on the current purchase order. This is useful if you have mistakenly entered erroneous information on a purchase order, and you want to begin again. Using the Start a New Purchase Order feature, you can clear the information you have entered since the current purchase order was last saved and return to the Purchase Order Header screen for a new purchase order. The purchase order you were working with reverts to the state it was in the last time it was saved, and remains on your system.

When you select **Start a new purchase order...** from the **Functions** pull-down menu, the Start New Purchase Order window opens. This window informs you that the information you have entered will be cleared without being saved and allowing you to choose whether to continue or return to the current purchase order.

vop010076 Start New Purchase Order
Upon starting a new purchase order, any information entered since your last save or update will be lost.
Select a choice. Then Enter.
1. Resume without starting a new purchase order
2. Start a new purchase order
Enter Help F11=Cancel PF9=Exit

Start New Purchase Order window

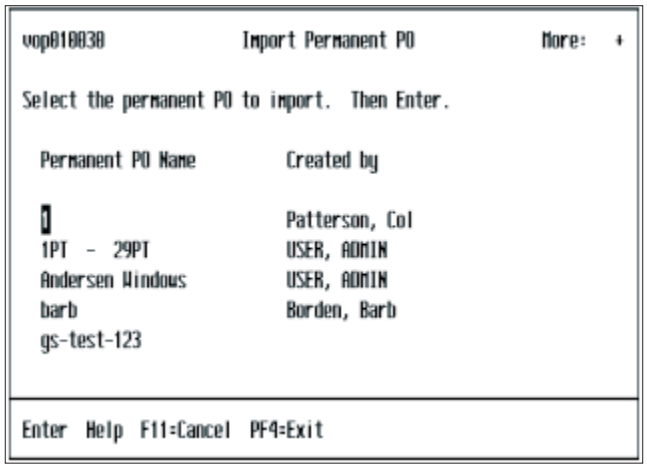
Utilities Features

Importing a Permanent Purchase Order

With many of your vendors, you may have a standing purchase order of certain items that you purchase from them on a regular basis. You may even purchase the same amounts of these items each time. Use the Permanent Purchase Order Maintenance program to place these items on a permanent purchase order to be imported into an actual purchase order you are building in the Purchase Order Entry program. Permanent purchase orders and the Permanent Purchase Order Maintenance program are discussed in detail in Chapter 12: Vendor Order Processing Maintenance and Utilities.

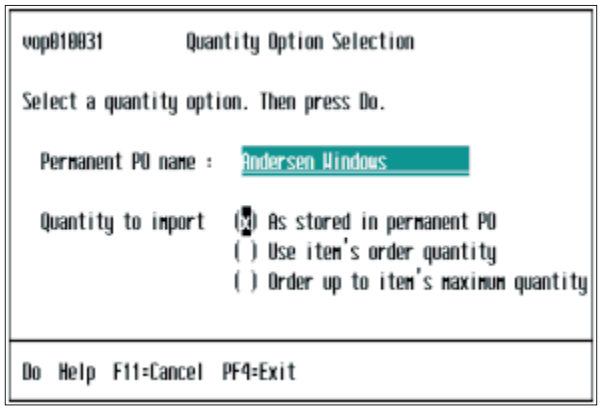
Use the Import a Permanent Purchase Order feature to import one of these permanent purchase orders into the current purchase order. This feature is accessible only from the Purchase Order Lines screen.

When you select **Import permanent purchase order...** from the **Utilities** pull-down menu on the Purchase Order Lines screen, the Import Permanent PO window opens listing all the permanent purchase orders currently on your system. For each one, the permanent purchase order name and user who created purchase order are displayed.


vop010030 Import Permanent PO More: +
Select the permanent PO to import. Then Enter.
Permanent PO Name Created by
0 Patterson, Col
1PT - 29PT USER, ADMIN
Andersen Windows USER, ADMIN
barb Borden, Barb
gs-test-123
Enter Help F11=Cancel PF9=Exit

Import Permanent PO window

Since order quantities are held for each item in a permanent purchase order, you can import the items into your purchase order using these quantities. However, you can also choose to order a different quantity. Upon selecting the permanent purchase order to import, the Quantity Option Selection window opens displaying the name of the permanent purchase order you selected to import, and allowing you to choose from three options to import the quantity of the items on the permanent purchase order.


vop010031 Quantity Option Selection
Select a quantity option. Then press Do.
Permanent PO name : Andersen Windows
Quantity to import (•) As stored in permanent PO
( ) Use item's order quantity
( ) Order up to item's maximum quantity
Do Help F11=Cancel PF9=Exit

Quantity Option Selection window

Choose **As stored in permanent PO** to import the items and their quantities just as they are held in the selected permanent purchase order. To order the inventory order quantity held in the item records for each item on the permanent purchase order, choose **Use item's order quantity**. Select **Order up to item's maximum quantity** to order the quantity of each item necessary to meet the maximum quantity held in the item record for each item on the permanent purchase order. The following formula is used to determine the quantity needed to meet the maximum quantity:

[Maximum Quantity - Quantity Available]

Important: Quantity Available is determined by the PO Import Quantity preference set using the Vendor Order Processing Preferences program. Set the quantity available equal to:

- *Total quantity available*
- *Quantity on hand + Quantity on PO*
- *Quantity available*
- *Quantity on hand*

Refer to the System Preferences Guide for more information.

The resulting quantity is then rounded up to the quantity required to fill the package quantity for the item.

It is possible that the quantities imported for the items on the selected permanent purchase order are quantities of zero (0) since the quantities stored for the items in the permanent purchase order are zero. When this is the case, you may want to go through the items you have imported, entering the quantities for those items to include in the current purchase order, leaving a quantity of zero (0) for each item you don't want to order. You can then use the Delete Line feature to delete only those lines with a quantity of zero. Refer to Chapter 2: Purchase Order Entry for more information on the Delete Line feature.

Purchase order lines with a quantity of zero (0) cannot be updated.

After choosing a quantity option, the items on the selected permanent purchase order are imported into the purchase order you are currently building, unless you are building a central purchase order. The quantities are imported for these items as indicated by your choice in the Quantity Option Selection window. The cursor returns to the Purchase Order Lines screen, positioned on the last line imported.

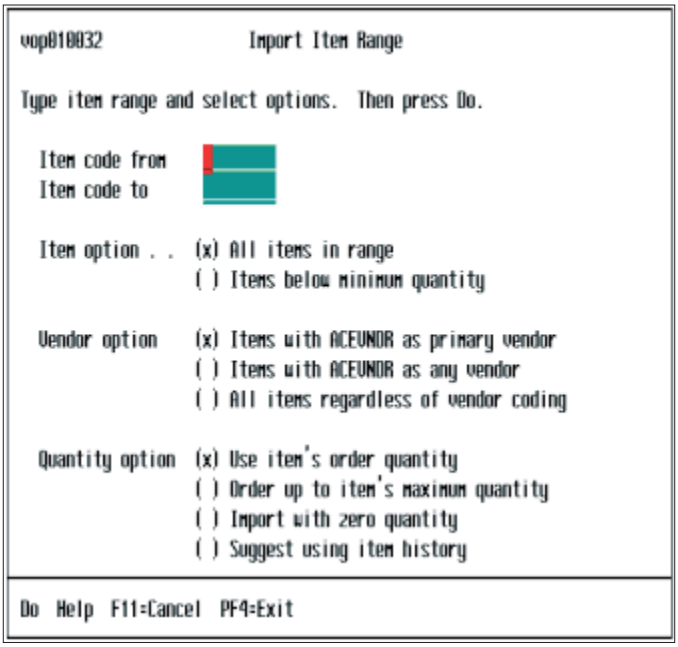
Importing into a Central Purchase Order

If you are importing a permanent purchase order into a central purchase order, the Location Selection window opens when you accept your quantity option selection. This window lists all the locations on your system, and allows you to choose the locations for which to order the items on the permanent purchase order you are importing. You may choose multiple locations. After choosing all locations, the items on the selected permanent purchase order are imported with the selected quantities.

Importing an Item Range

Use the Import Item Range feature to import into the current purchase order, a particular range of items in logical order in your database. It lets you enter items on your purchase order much more quickly than the time it takes to enter them one at a time. This feature is accessible only from the Purchase Order Lines screen.

To import a range of items, you must designate the range to import, and choose from three other options in the Import Item Range window which displays when you select **Import item range...** from the **Utilities** pull-down menu on the Purchase Order Lines screen. After entering the item range to import and selecting the other options, the items in the entered range are imported into the purchase order according to the options selected (unless you are building a central purchase order or you have chosen to suggest order quantities using item history).


vop010032 Import Item Range
Type item range and select options. Then press Do.
Item code from
Item code to
Item option . . (x) All items in range
( ) Items below minimum quantity
Vendor option (x) Items with ACEUNDR as primary vendor
( ) Items with ACEUNDR as any vendor
( ) All items regardless of vendor coding
Quantity option (x) Use item's order quantity
( ) Order up to item's maximum quantity
( ) Import with zero quantity
( ) Suggest using item history
Do Help F11=Cancel PF9=Exit

Import Item Range window

Item Range

At the item range fields, enter the range of items to import into the current purchase order. At the **Item code from** field, enter the first item in the range to import, and enter the last item in the range to import in the **Item code to** field. The item code you enter at each field must be an existing item code up to eight characters previously established on your system using the Item/Inventory Maintenance program in Primary File Administration. In addition, the item code you enter at **Item code to** must come after the item code you enter at **Item code from** in logical order. Logical order is the order in which the items are held in your database. At either item range field, you can press **<Prompt> (PF2)** to look up the correct item. The item description for each item displays when an item code is entered.

Item Option

The item option allows you to indicate whether to include all items in the entered range or only those with quantities below their minimum quantities. Choose **All items in range** to import all the items included in the range of items you entered. To include only those items with quantities below the minimum quantity (held in the item records for the item), select **Items below minimum quantity**. If you intend to use item history to determine suggested order quantities, you must include all items in the range. Choosing to include only items below the minimum quantity causes an error message to display, since information is not used to suggest order quantities.

Vendor Option

Use the vendor option to determine which items in the range to include according to the vendor the current purchase order is being built for. To import only those items in the entered range for which the current vendor is its primary vendor, select **Items with [VENDOR] as primary vendor**. Select **Items with [VENDOR] as any vendor** to import only those items in the entered range for which the current vendor is its primary vendor, secondary vendor, or one of its alternate vendors. To import all items included in the entered range regardless of the vendors entered in their item/vendor records, choose **All items regardless of vendor coding**.

Quantity Option

The quantity option allows you to choose from four options to import the quantity of the items in the entered range. To order the quantity held in the item record for each item in the range, choose **Use item's order quantity**. Select **Order up to item's maximum quantity** to order the quantity of each item necessary to meet the maximum quantity held in the item record for each item in the range. The following formula is used to determine the quantity needed to meet the maximum quantity:

[Maximum Quantity - Quantity Available]

Important: Quantity Available is determined by the PO Import Quantity preference set using the Vendor Order Processing Preferences program. Set the quantity available equal to:

- *Total quantity available*
- *Quantity on hand + Quantity on PO*
- *Quantity available*
- *Quantity on hand*

Refer to the System Preferences Guide for more information.

The resulting quantity is then rounded up to the quantity required to fill the package quantity for the item. Choose **Import with zero quantity** to import the items in the range with no quantity. If you want the system to determine whether you need to purchase more of each item in the range as well as how much to buy, based on past sales of the items, select **Suggest using item history**. With this option you must enter a series of criteria to use for calculating this information, which is discussed in detail in the following section.

If you choose Order up to item's maximum quantity or Suggest using item history, package quantities are rounded according to how the PO Import Round Preference is set in the Vendor Order Processing Preferences program. Refer to your System Preferences Guide for more information.

When you import items in the selected range with quantities of zero (0), you have the ability to enter quantities for those items in the range to order, and then delete the remainder of the items you imported. Enter the quantities for those items to include in the current purchase order, leaving a quantity of zero (0) for each item you don't want to order. Then use the Delete Line feature to delete only those lines with a quantity of zero. Refer to Chapter 2: Purchase Order Entry for more information on the Delete Line feature.

Purchase order lines with a quantity of zero (0) cannot be updated.

Importing into a Central Purchase Order

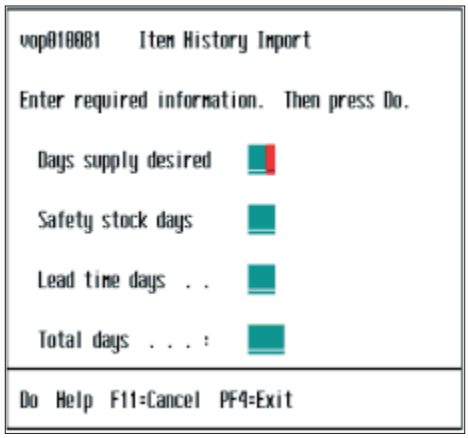
If you are importing items into a central purchase order, the Location Selection window opens when you accept your item range and option selections. This window lists all the locations on your system, and allows you to choose the locations for which to order the items in the range you are importing. You may choose multiple locations. After choosing all locations, the items in the range are imported according to the options previously selected.

Suggested Order Quantities Using Item History

Assume you are building a purchase order to replenish your inventory of Porter Cable power tools and accessories. You select the Import Item Range utility and enter the range of Porter Cable items you sell. However, you are unsure of the quantities to order. By selecting the quantity option, Suggest using item history, you can have the system determine whether you need to purchase each item in the range and how much to order (based on past sales of the item and a series of criteria you must enter).

For example, to order enough 4-½" Saw Kits to replenish your inventory for the next three months, you can determine what to buy based on sales of this item during these same three months last year or for the past two years (if you retain item history on your system for that long).

Upon accepting the Import Item Range window when you have selected the Suggest Using Item History quantity option, the Item History Import window opens allowing you to indicate how many days of supply to have on hand when you receive the items from the vendor. The number of safety stock days, lead time days, and days supply desired are all used to determine this information.


vop010001 Item History Import
Enter required information. Then press Do.
Days supply desired
Safety stock days
Lead time days . .
Total days . . . :
Do Help F11=Cancel PF9=Exit

Item History Import window

The safety stock days and lead time days are used in conjunction with one another to verify whether the item needs to be ordered. The days' supply desired is used for calculating how much to order. Before you enter these values, decide how many days worth of inventory you want to have available.

As you enter a value in each field in the Item History Import window, a running total is maintained and displayed in the Total days field, and cannot be modified.

Days Supply Desired

At the **Days supply desired** field, enter the number of days of inventory you want in stock of the items, based on average daily sales. The system uses the days' supply desired and compares it to what you need to replenish stock. If you want to have enough inventory available for the next 30 days, enter 30 at this field. Any number from 0 to 366 is accepted.

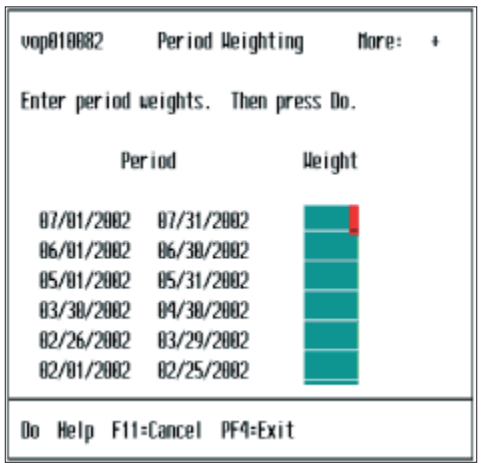
Safety Stock Days

At the **Safety stock days** field, enter the number of additional days of inventory you want in stock. For example, assume you want to have enough inventory in stock for 30 days. However, just to be certain that this will be enough, you decide to order stock for ten more days, so you enter 10 as the safety stock days. This increases the days' supply you will be ordering to 40. Any number from 0 to 366 is accepted.

Lead Time Days

At the **Lead time days** field, enter the number of days it usually takes the vendor to deliver your order to you. Any number from 0 to 366 is accepted. If a vendor's lead time is approximately ten days, enter 10 at this field. Using the previous example, assume you have indicated that you want a 30-day supply of inventory and an additional 10 days of stock as a buffer, for a total of 40 days of stock. Including the vendor's lead time of 10 days, you would actually be ordering stock for 50 days.

After accepting the item history criteria information, the Period Weighting window opens requiring you to indicate the periods of history that you want the system to use to determine the average sales or usage of the items to report.



Period Weighting window

The number of periods displayed in the Period Weighting window depends on the number of periods established on your system. It also depends on the number of months your company has chosen to retain inventory history totals.

For example, if your company has chosen to store inventory history totals for 48 months, this window displays the current period and the 48 months prior to it. Once a period has been retained for the specified duration, it is purged from your system and no longer displays in the Period Weighting window.

Refer to your System Manager's Guide for detailed information on system periods and the System Period Maintenance program.

In the **Weight** column, enter a number from 1 to 99 in each field corresponding to a period of item history to use for determining the order quantities to report. If you do not want to use a particular period, leave the field blank.

Entering a weight value for a period tells the system to look at sales for each item during that month, and determines the amount of importance the period has in calculating suggested order quantities. To use several different periods, with each having the same impact on the suggested order quantities, enter 1 at each of those fields. If you want one or more periods to have a greater impact than the other periods to use, enter the number to multiply this period's weight by.

For example, if you want sales during April to have three times as much impact as sales during February and March, enter 3 in the **Weight** field for April and 1 for both February and March. It is up to you as to the periods of item history to use to determine suggested order quantities. You might want the system look at item history for the:

- Past X months
- Current month of last year, or the current month and next month of last year; or, the current month and next month of the past three years, depending on how long inventory history is retained on your system

How are Suggested Order Quantities Calculated?

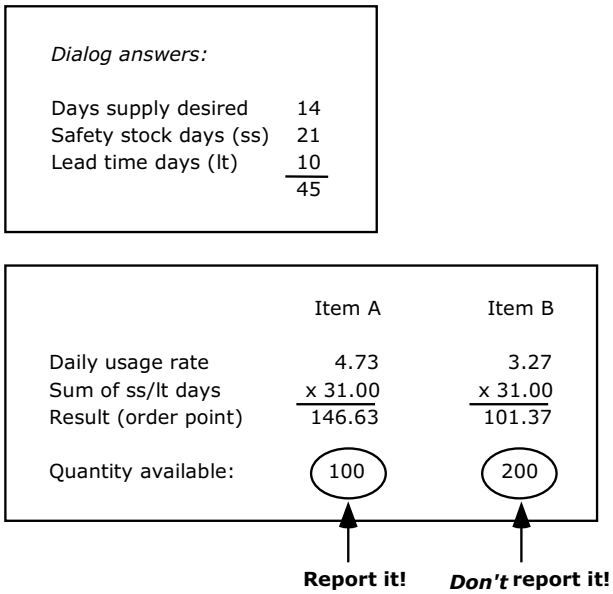
Once you have entered the item history report information and the desired weights, the system begins calculating the suggested order quantities for each item in the specified range to report. You may find it helpful to refer to the example in the table below to fully understand how suggested order quantities are calculated.

A	B	C	D	E	F
Period	Demand	# Days in Period	Usage	Weight	Extension
01/01/2001-1/31/2001	100	31	3.23	2	6.46
12/01/2000-12/31/2000	150	31	4.84	2	9.68
01/01/2000-1/31/2000	200	31	6.46	1	6.46
12/01/1999-12/31/1999	180	31	5.81	1	5.81
	TOTALS			6	28.41

Using the location number you entered on the Item History Replenishment Report screen, for each selected period the system looks at the inventory totals records and gets the demand quantity (B). If one of the weighted periods is the current period, the system only counts those days in this period that have passed, since item history would exist. Each demand quantity is then divided by the number of days in the period (C). The result, or usage (D), is then multiplied by the weight that you entered for their respective periods (E). The results (F) for each period are added together, and the sum is divided by the sum of the weights. In this example, the calculation would be: [28.41 / 6 = 4.73]. The number 4.73 represents the daily usage rate, or the average quantity of an item that you sell each day.

Use the Demand Quantity Preferences program, discussed in your System Preferences Guide, to indicate the types of transactions that your company uses to determine demand quantity for the items in your inventory.

The daily usage rate allows you to determine whether you need to order the item, and, if so, how many you need to order. This is where the days specified in the Item History Criteria window come into play. For each item at the appropriate location, the system gets the quantity available (quantity on hand - quantity on reserve + quantity on purchase order). (See Important note below.) It then takes the daily usage rate and multiplies it by the sum of the safety stock days and lead time days you entered. This determines the days' supply for the item. If the item's quantity available is less than the expected days' supply, it must be ordered and is printed on the report. The quantity that will be suggested to order is the calculated daily usage multiplied by the total days from the Item History Criteria window. If the item's quantity available is more than the expected days' supply, it is not printed on the report. Refer to the example below.



Sample Order Quantities Calculation

Because Item A's quantity available is below the order point, it needs to be ordered and will be printed on the report. On the other hand, Item B will not be printed on the report since there is more than enough available. The next question is, how much of Item A do you need to order? This could be very straightforward:

Total days x Daily usage = Desired supply

(45 x 4.73 = 212.85)

Desired supply - Quantity available = Order quantity

(212.85 - 100 = 112.85)

Important: Quantity Available is determined by the PO Import Quantity preference set using the Vendor Order Processing Preferences program. Set the quantity available equal to:
- *Total quantity available*
- *Quantity on hand + Quantity on PO*
- *Quantity available*
- *Quantity on hand*

Refer to the System Preferences Guide for more information.

However, the issue of package quantity must be considered. Each item/vendor is coded with a package quantity value, which is the quantity of the item that the vendor includes in each package (i.e., box or case).

For this example, assume that the package quantity is 50. Therefore, you would need to order either 100 or 150 of Item A. How the system rounds the package quantity depends on the setting you have chosen for the PO Import Round Preferences using the Vendor Order Processing Preferences program. If you set this preference to Always round down, then the suggested order quantity for Item A would be 100. If you set this preference to Always round up, then the suggested order quantity for Item A would be 150. If you set this preference to Do true rounding, the next highest package quantity multiple (150) and the next lowest package quantity multiple (100) would be averaged (125); this average is used as your point of comparison. If the average is lower than your pure suggested order quantity (112.85), then use the higher package quantity (150); if the average is higher, then use the lower package quantity (100).

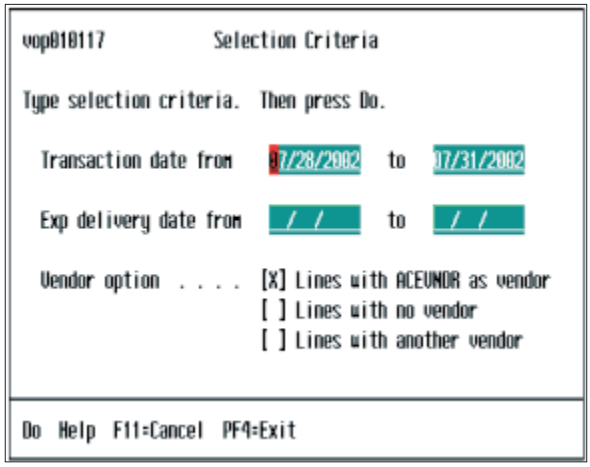
Refer to your System Preferences Guide for detailed information on the Vendor Order Processing Preferences program and the PO Import Round Preference.

Importing Order to PO Items

The Import Order to PO Items feature enables you to import order lines (that have not been purchased) from a customer order to the lines of a purchase order without leaving Purchase Order Entry. This makes the process easier than using the Create PO from Order option in Transaction Entry.

This feature also enables you to start a Purchase Order for several order lines, then save the PO. Later, you are able to add other orders to the original PO. Using the feature this way allows you to achieve a certain dollar value to receive discounts before updating the PO.

When you select **Import order to PO items...** from the **Utilities** pull-down menu, the Selection Criteria window opens.


vop010117 Selection Criteria
Type selection criteria. Then press Do.
Transaction date from 07/28/2002 to 07/31/2002
Exp delivery date from / / to / /
Vendor option . . . . [X] Lines with ACEVNDR as vendor
[ ] Lines with no vendor
[ ] Lines with another vendor
Do Help F11=Cancel PF9=Exit

Selection Criteria window

The **Transaction date range** fields default to today's date. Enter any order date range as long as the from date is earlier than the to date.

At the **Expected delivery date range** fields, you can:

- leave the fields blank to find all orders regardless of delivery date
- enter a valid date range
- enter a from date and leave the to date blank to find orders that will be shipped after a certain date, or
- leave the from date blank and enter a to date to find orders that will be shipped before a certain date

At the **Vendor option** field, indicate which order to PO records to include in the query. This is a multi-select list so you may select one, two, or all the options. If you select **Lines with [vendor] as vendor**, all lines where the salesperson has indicated this PO vendor as the vendor to purchase from displays. If you select **Lines with no vendor**, the system displays all lines where the salesperson has not indicated a vendor (used to find those items that maybe should be purchased from this vendor). If you select **Lines with another vendor**, the system displays all of the lines where the salesperson indicated to purchase the item from a different vendor (used to verify that the salesperson entered the correct vendor).

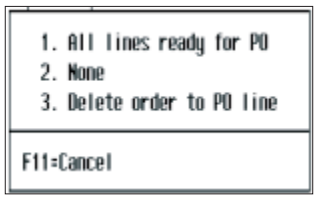
When you press **<Do>**, the Order Lines Selection window displays.

Selecting Order Lines

On the Order Line Selection screen, you can select order lines using one of two methods: selecting all lines that are ready for purchase order at once, or selecting each one individually.

To select all order lines, access the **Select** pull-down menu from the action bar and choose **All lines ready for PO**. When you return to the Order Line Selection screen, all lines that are ready for purchase order are selected. Those order lines that are not ready to be placed on purchase order are not selected.

Also available from the **Select** pull-down menu is **None**. Use this feature to deselect all order lines. When you return to the Order Line Selection screen, any order lines that had been selected are no longer selected.

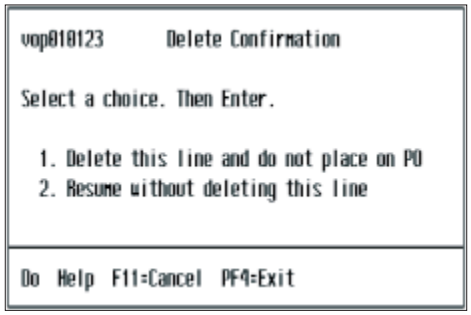


Select pull-down menu

To select order lines for purchase order individually, for each line you want to select, move the cursor to the desired order line and press **<Spacebar>**. Also press **<Spacebar>** to deselect an order line that has already been selected for purchase order creation.

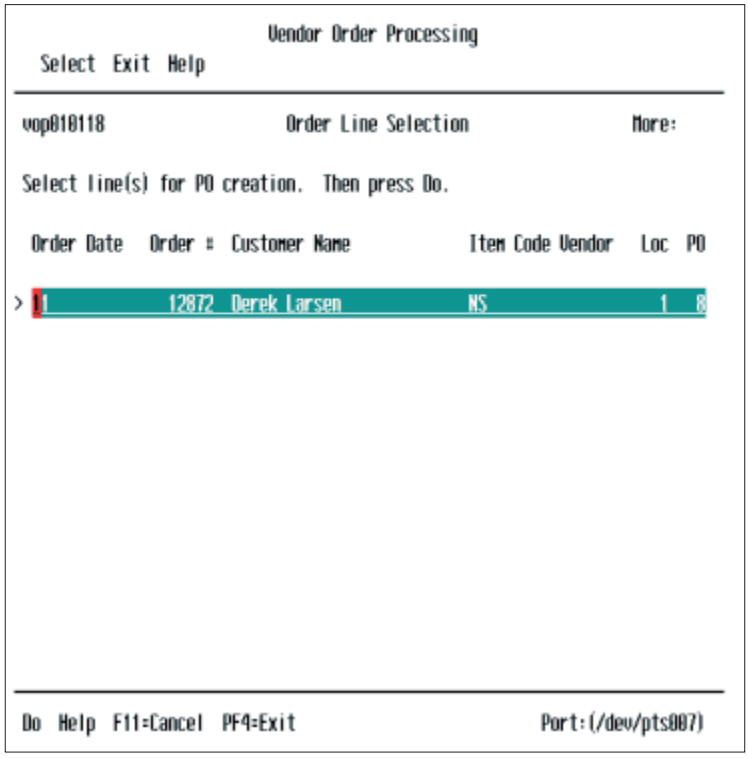
If you don't intend to place an item on the purchase order you are creating, you can remove it from the displayed list. Move the cursor to the item to delete and choose **Delete order to PO line** from the **Select** pull-down menu. The Delete Confirmation window opens.

Important: Using the Delete order to PO line option deletes the line and it's relationship to the PO so that it is not available to be placed on any PO.


vop810123 Delete Confirmation
Select a choice. Then Enter.
1. Delete this line and do not place on PO
2. Resume without deleting this line
Do Help F11=Cancel PF9=Exit

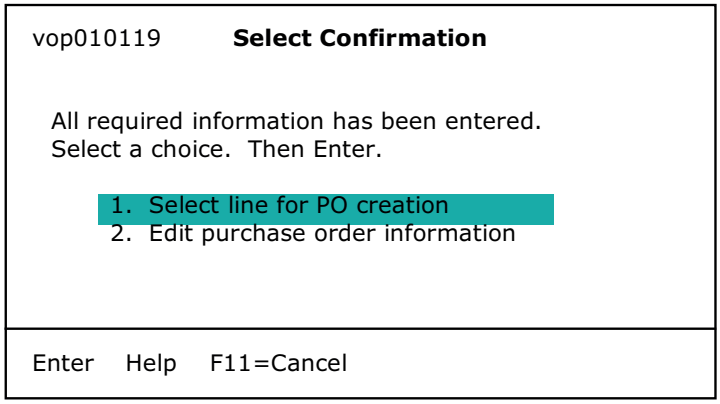
Delete Confirmation window

From this window, select **Delete this line and do not place on PO** if you don't want to order it on the purchase order you are creating. If you decide not to delete the line, select **Resume without deleting this line**. Regardless of your selection, you are returned to the Order Line Selection screen. However, if you chose to delete the line, it is no longer displayed.


Vendor Order Processing
Select Exit Help
vop810118 Order Line Selection More:
Select line(s) for PO creation. Then press Do.
Order Date Order # Customer Name Item Code Vendor Loc PO
> 11 12872 Derek Larsen NS 1 8
Do Help F11=Cancel PF9=Exit Port:(/dev/pts007)

Order Lines Selection window

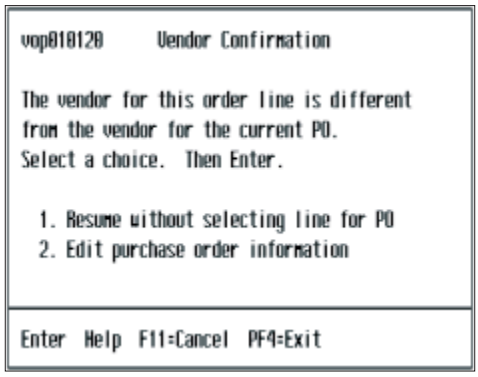
When you press **<Spacebar>** to select an individual line on the Order Line Selection screen, and the PO status is R and the Vendor code is the same as the vendor for the current PO, the following menu displays:


vop010119 Select Confirmation
All required information has been entered.
Select a choice. Then Enter.
1. Select line for PO creation
2. Edit purchase order information
Enter Help F11=Cancel

Select Confirmation window

If you select **Select line for PO creation**, the line is selected and the cursor returns to the scrolling list. If you select Edit purchase order information, the PO Item Information window opens.

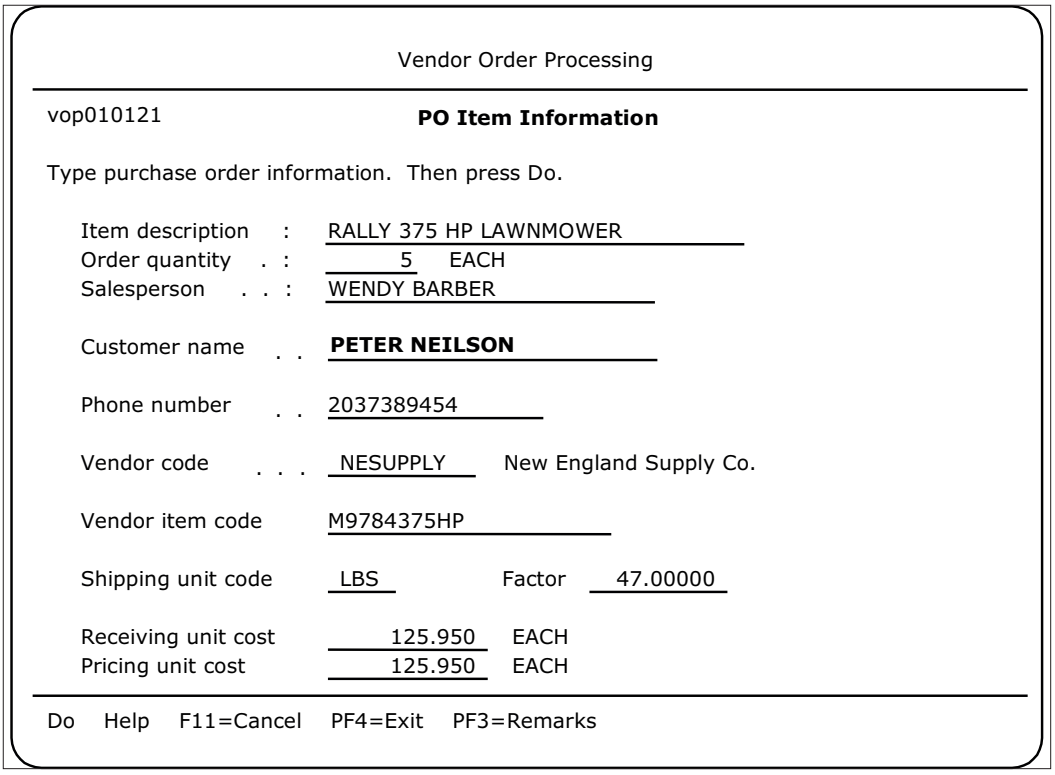
When you press **<Spacebar>** to select a line on the Order Line Selection screen, and the PO status is R and the Vendor code is not the same as the vendor for the current PO, the following menu displays:


vop010120 Vendor Confirmation
The vendor for this order line is different
from the vendor for the current PO.
Select a choice. Then Enter.
1. Resume without selecting line for PO
2. Edit purchase order information
Enter Help F11=Cancel PF9=Exit

Vendor Confirmation window

If you select **Resume without selecting line for PO**, the line is deselected and the cursor returns to the scrolling list. If you select **Edit purchase order information**, the PO Item Information window opens.

When you press **<Spacebar>** to select a line on the Order Line Selection screen, and the PO status is N, or you select **Edit purchase order information** in either confirmation window, the PO Item Information window opens.


Vendor Order Processing
vop010121
PO Item Information
Type purchase order information. Then press Do.
Item description : RALLY 375 HP LAWNMOWER
Order quantity . : 5 EACH
Salesperson . . : WENDY BARBER
Customer name . . PETER NEILSON
Phone number . . 2037389454
Vendor code . . . NESUPPLY New England Supply Co.
Vendor item code M9784375HP
Shipping unit code LBS Factor 47.00000
Receiving unit cost 125.950 EACH
Pricing unit cost 125.950 EACH
Do Help F11=Cancel PF4=Exit PF3=Remarks

PO Item Information window

This window is similar to the PO Item Information window in the Transaction Entry and the Create PO from Order programs.

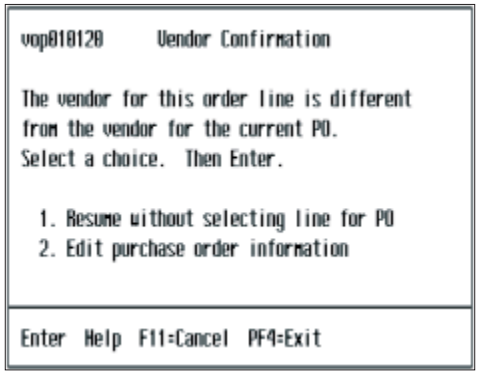
The **Item description**, **Order quantity**, and **Salesperson** fields are display only and cannot be changed. At the **Customer name** and **Phone number** fields, enter information to store with the order or retain the default information from the order. At the **Vendor code**, enter any valid vendor code. However, in order for the line to be placed on the current PO, you must enter the vendor code of the current PO. If the vendor is changed, the program reads the vendor item record for this vendor and displays the vendor item code and shipping information if the vendor item record exists. At the **Vendor item code** field, enter the vendor's item code for this line. At the **Shipping unit code** and **Factor** fields, you may retain the defaults or enter the shipping information. At the **Receiving unit cost** and **Pricing unit cost** fields, you may retain the costs from the order or enter new costs for the item. The table below lists and defines the PO Item Information fields.

PO Item Information Screen Field Definitions

Field	Definition and Acceptable Values
Item description	Description of the item being ordered derived from the item record. This field is for display purposes only and can't be modified.
Order quantity	Quantity of the item ordered, derived from the current order line record. Also displayed is the selling unit of measure, derived from the item record. These fields are for display purposes only and can't be modified.
Salesperson	Name of the salesperson that entered this order, derived from the transaction header record.
Customer name	Name of the customer ordering the item, derived from the customer entered on the Transaction Header screen, or entered by the salesperson during Transaction Entry. Enter up to 24 characters at this field; however, an entry is not required.
Phone number	Telephone number of the customer ordering the item, derived from the record of the customer entered on the Transaction Header screen, or entered by the salesperson during Transaction Entry. Enter up to 15 characters at this field; however, an entry is not required.
Vendor code	Code assigned to the primary vendor for the item being ordered, derived from the item/vendor record, or entered by the salesperson during Transaction Entry. You must enter an existing vendor code up to 10 characters at this field. The vendor name corresponding to the code displays automatically, and can't be modified. If you are unsure of the vendor code to enter, press **<Prompt> (PF2)** to perform a vendor lookup.
Vendor item code	Item code assigned by the vendor to the item being ordered, derived from the item/vendor record, or entered by the salesperson during Transaction Entry. You must enter a vendor item code up to 20 characters at this field.
Shipping unit code	Code for the unit of measure in which this item is shipped, derived from the item/vendor record, or entered by the salesperson during Transaction Entry. Enter a shipping unit code up to four characters at this field.

Field	Definition and Acceptable Values
Factor	Factor used to translate the quantity of this item from stocking unit of measure to shipping unit measure, derived from the item/vendor record, or entered by the salesperson during Transaction Entry. Enter a shipping unit factor up to nine digits, including five decimal places, at this field.
Receiving unit cost	Receiving unit cost of the item being ordered, derived from the item/vendor record, or entered by the salesperson during Transaction Entry. This is the cost for this item charged by your vendor. Enter up to nine digits, including three decimal places, at this field; however, an entry is not required. The value in the Pricing unit cost field is calculated, using the receiving unit factor, based on the amount entered at this field. Also displayed is the unit of measure in which this item was received, derived from the item/vendor record for this item, and can't be modified.
Pricing unit cost	Pricing unit cost of the item being ordered derived from the item/vendor record. This is the cost of this item in pricing unit of measure. Enter up to nine digits, including three decimal places, at this field; however, an entry is not required. The value in the Receiving unit cost field is calculated, using the receiving unit factor, based on the amount entered at this field. Also displayed is the unit of measure in which this item is priced, derived from the item/vendor record, and can't be modified.

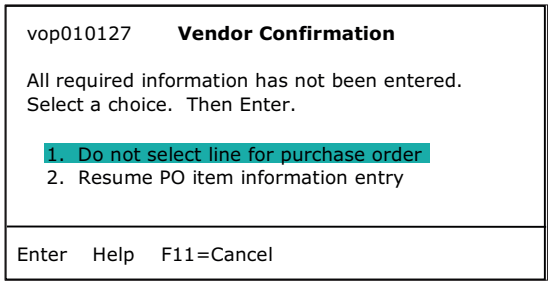
When you press **<Do>**, if the Vendor code is entered and it is not the same as the vendor for the current PO, the following confirmation displays:


vop810120 Vendor Confirmation
The vendor for this order line is different
from the vendor for the current PO.
Select a choice. Then Enter.
1. Resume without selecting line for PO
2. Edit purchase order information
Enter Help F11=Cancel PF9=Exit

Vendor Confirmation window

If you selected **Do not select line for purchase order**, the information is updated into the order to PO record, however, the line is deselected and the cursor returns to the scrolling list. If you selected **Resume PO item information entry**, the program returns to the PO Item Information window.

If you did not enter all of the required information, the following confirmation window displays:

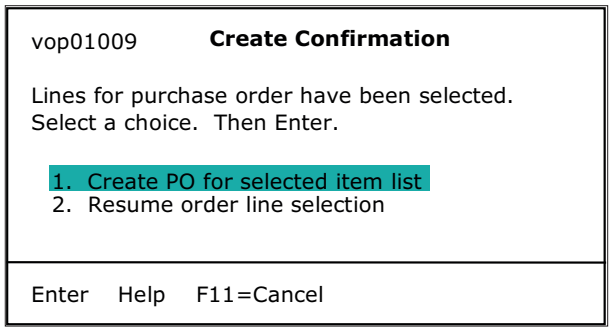

vop010127 Vendor Confirmation
All required information has not been entered.
Select a choice. Then Enter.
1. Do not select line for purchase order
2. Resume PO item information entry
Enter Help F11=Cancel

Vendor Confirmation

If you select **Do not select line for purchase order**, the line is deselected, and the cursor returns to the scrolling list. If you select **Resume PO item information entry**, the program returns to the PO Item Information window.

When you press **<Do>** to exit the PO Item Information window, the program updates the order to PO records with the new data and changes the display on the scrolling list. If the line is ready for PO and the correct vendor, the line is marked as selected.

When you press **<Do>** to accept the lines on the scrolling list, the program makes sure that at least one line is selected. If no lines are selected, the following error message displays: There are no items selected for purchase order. You must select at least one item. If there are items selected, the following confirmation window displays:



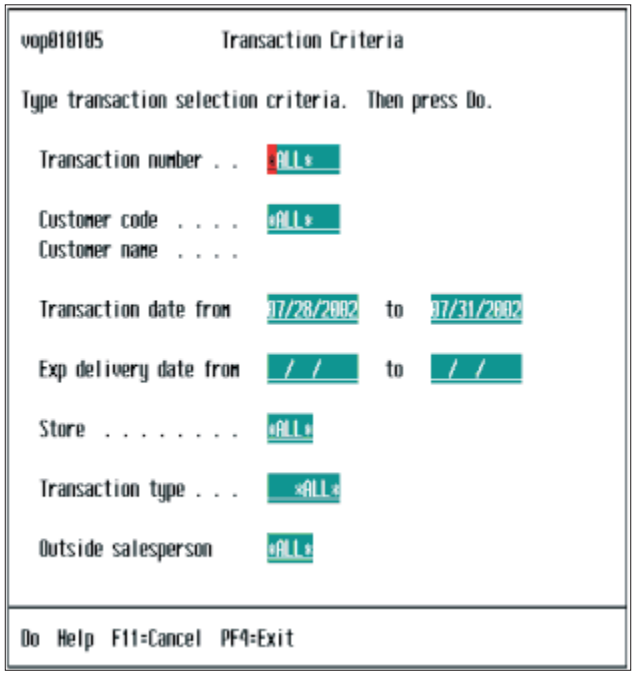
Create Confirmation

Select **Create PO for selected item list** to copy all the selected lines to the current purchase order. To return to the Order Line Selection screen to select or deselect additional lines, choose **Resume order line selection**.

Importing from an Order

The Import from an Order feature enables you to import order lines from a customer order into the new purchase order that you are creating. This copy feature also creates an order-to-PO relationship between the order and the PO so that the status of the PO can be tracked as well as the cost updated to the order correctly.

When you select **Import from an order...** from the **Utilities** pull-down menu of the Purchase Order Lines screen, the Transaction Criteria window opens.


vop810105 Transaction Criteria
Type transaction selection criteria. Then press Do.
Transaction number . . *ALL*
Customer code . . . . *ALL*
Customer name . . . .
Transaction date from 07/28/2002 to 07/31/2002
Exp delivery date from / / to / /
Store . . . . . *ALL*
Transaction type . . . *ALL*
Outside salesperson *ALL*
Do Help F11=Cancel PF9=Exit

Transaction Criteria window

Transaction Number

At the **Trans number** field, enter the number of the transaction to copy lines from, or press **<Enter>** to choose from all transaction numbers. You may enter any transaction number up to eight digits assigned to an existing open order transaction. When you enter a specific transaction number, all other information for that transaction automatically displays in the Transaction Criteria window. This information includes the customer code, expected delivery date, store, transaction type, outside salesperson and status for the transaction. If the displayed transaction is the one you want to copy lines from, press **<Do>** to accept the transaction information and continue copying lines.

Customer Code

At the **Customer code** field, press **<Enter>** to accept *ALL* to choose from order and quote transactions for all customers, or enter another customer code. When you enter a specific customer code, it must be an existing code up to eight characters previously established using the Customer Maintenance program in Primary File Administration. If you are unsure of the customer code to enter, you can use wild card characters to represent any characters in your entry, or press **<Prompt> (PF2)** to perform a customer lookup.

Expected Delivery Date Range

The expected delivery date range fields represent the range of dates during which delivery of the transaction to copy is expected. Enter the beginning date of the range in which delivery is expected for the transactions to choose from in the **Exp delivery date from** field. Enter the ending date of that range in the **Exp delivery date to** field. No default values are initially displayed in these fields. You may enter any desired date range, leave both fields blank, or leave one of the fields blank. Dates must be entered in the format MM/DD/YYYY.

When a date is entered at each end of the range, transactions for which an expected delivery date was not entered are not found. Therefore, these date range fields must be left blank to find transactions having no expected delivery date. When both fields are left blank, the expected delivery date is not used as part of the transaction criteria. When the from date range field is left blank but a to date is entered, all transactions having an expected delivery date earlier than or equal to the to date will be found. When the to date range field is left blank but a from date is entered, all transactions having an expected delivery date later than or equal to the from date will be found.

Store

At the **Store** field, enter the number of the store for which the transaction to copy was entered, or press **<Enter>** to choose from transactions for all stores as previously discussed. When you enter a specific store number, it must be the number of an existing store previously established on your system using the Store Maintenance program in Primary File Administration. If you are unsure of the store number to enter, press **<Prompt> (PF2)** to open the Store Selection window and choose one from those listed.

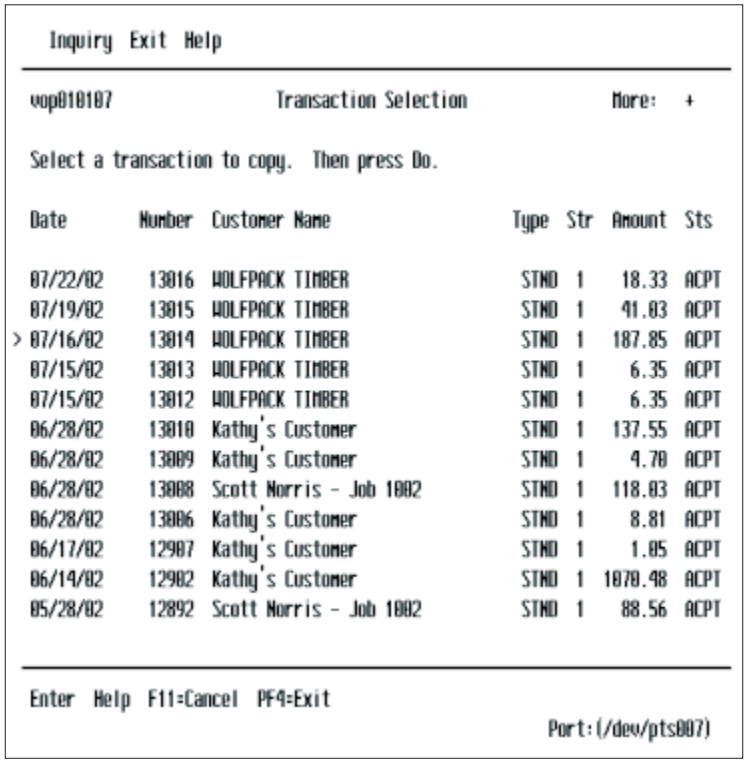
Transaction Type

Enter the number corresponding to the type of transaction to copy in the **Transaction type** field. Any order, or transaction type is acceptable, with the exception of work orders (type 16). This includes transaction types 11, 12, 13, 14, 15, 17, and 18. If you are unsure of the transaction type number to enter, press **<Prompt> (PF2)** to open the Transaction Type Selection window. This window lists all the valid transaction types to copy, from which you can choose the one to use for your criteria.

Outside Salesperson

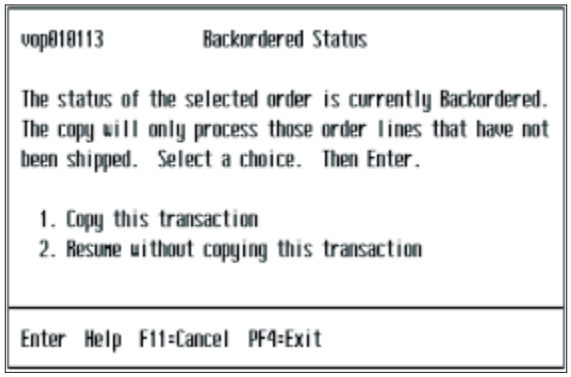
At the **Outside salesperson** field, enter the number corresponding to the salesperson who built the transaction to copy, or press **<Enter>** to choose from transactions entered by all salespersons, as previously discussed. When you enter a specific salesperson number, it must be the number of an existing salesperson previously established on your system using the Salesperson Maintenance program in Primary File Administration. If you are unsure of the salesperson number to enter, press **<Prompt> (PF2)** to open the Salesperson Selection window and choose one from those listed.

When you press **<Do>**, the program performs the search and displays a scrolling list of orders that match the entered criteria, and have a status of Accepted or Backordered.

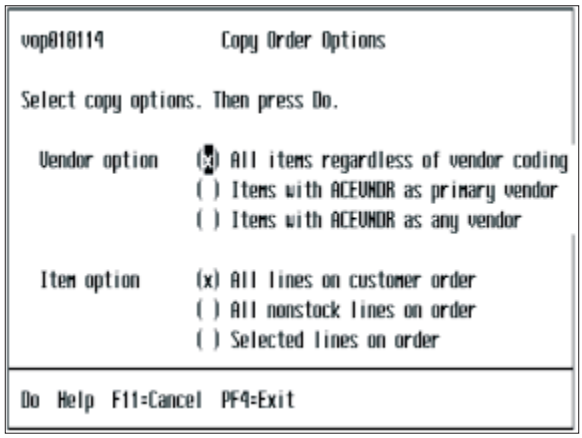

Inquiry Exit Help
vop010107 Transaction Selection More: +
Select a transaction to copy. Then press Do.
Date Number Customer Name Type Str Amount Sts
07/22/02 13016 WOLFPACK TIMBER STND 1 18.33 ACPT
07/19/02 13015 WOLFPACK TIMBER STND 1 41.03 ACPT
> 07/16/02 13014 WOLFPACK TIMBER STND 1 187.85 ACPT
07/15/02 13013 WOLFPACK TIMBER STND 1 6.35 ACPT
07/15/02 13012 WOLFPACK TIMBER STND 1 6.35 ACPT
06/28/02 13010 Kathy's Customer STND 1 137.55 ACPT
06/28/02 13009 Kathy's Customer STND 1 4.70 ACPT
06/28/02 13008 Scott Norris - Job 1002 STND 1 118.03 ACPT
06/28/02 13006 Kathy's Customer STND 1 8.81 ACPT
06/17/02 12907 Kathy's Customer STND 1 1.05 ACPT
06/14/02 12902 Kathy's Customer STND 1 1070.48 ACPT
05/28/02 12892 Scott Norris - Job 1002 STND 1 88.56 ACPT
Enter Help F11=Cancel PF9=Exit
Port:(/dev/pts007)

Transaction Selection screen

The data that displays in this window is the same as the data that displays on the copy order in Transaction Entry. When you select an order and press **<Do>**, if the order status is Backordered, the Backordered Status window displays. The program then continues to the Copy Order Options window, where XXXXXXX is the vendor code.


vop810113 Backordered Status
The status of the selected order is currently Backordered.
The copy will only process those order lines that have not
been shipped. Select a choice. Then Enter.
1. Copy this transaction
2. Resume without copying this transaction
Enter Help F11=Cancel PF9=Exit

Backordered Status window


vop810114 Copy Order Options
Select copy options. Then press Do.
Vendor option (•) All items regardless of vendor coding
( ) Items with ACEVNDR as primary vendor
( ) Items with ACEVNDR as any vendor
Item option (x) All lines on customer order
( ) All nonstock lines on order
( ) Selected lines on order
Do Help F11=Cancel PF9=Exit

Copy Order Options window

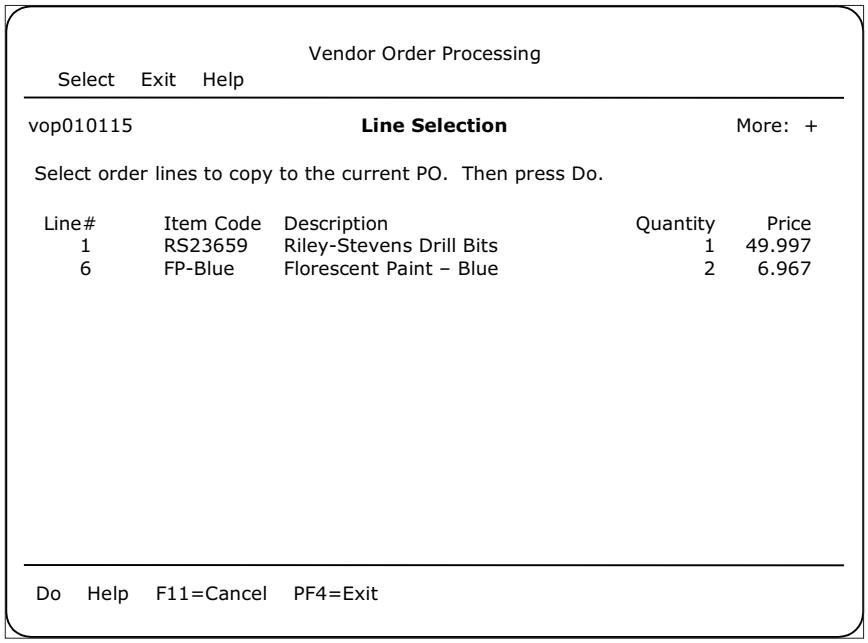
Vendor Option

Use the vendor option to determine which items in the range to include according to the vendor the current purchase order is being built for. To import only those items in the entered range for which the current vendor is its primary vendor, select **Items with [VENDOR] as primary vendor**. Select **Items with [VENDOR] as any vendor** to import only those items in the entered range for which the current vendor is its primary vendor, secondary vendor, or one of its alternate vendors. To import all items included in the entered range regardless of the vendors entered in their item/vendor records, choose **All items regardless of vendor coding**.

Item Option

The item option allows you to indicate what lines to copy onto the current PO. Choose **All items in range** to copy all the lines on the customer order. Choose **All nonstock items on order** to copy only those lines containing nonstock items. Or, choose **Selected lines on order** to include only those lines that you manually select in the Line Selection window.

When you press **<Do>**, if the item option is not **Selected lines on order**, the program copies the appropriate lines from the Order to the current PO and returns you to the Purchase Order Lines screen. If the item option is **Selected lines on order**, the program displays all lines on the customer order in the Line Selection window.


Vendor Order Processing
Select Exit Help
vop010115
Line Selection
More: +
Select order lines to copy to the current PO. Then press Do.
Line# Item Code Description Quantity Price
1 RS23659 Riley-Stevens Drill Bits 1 49.997
6 FP-Blue Florescent Paint – Blue 2 6.967
Do Help F11=Cancel PF4=Exit

Line Selection screen

The window displays all the lines from the customer order that meet the selected Vendor option. The list does not display:

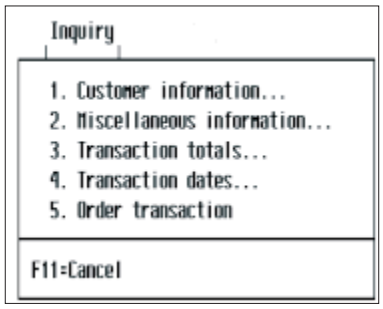
Section header lines:	Sectioning is not supported on a PO
Description lines:	Description lines are not supported on a PO
Misc. Charge lines:	Misc. Charge lines are not supported on a PO

You may select any of the lines to copy from the customer order to place on the PO. Use the options on the **Select** pull-down menu to select all or deselect all lines at once.

When you press **<Do>**, the program copies the selected lines and returns you to the Purchase Order Lines screen.

Transaction Selection Inquiries

Many transactions may be listed on the Transaction Selection screen, making it difficult to pinpoint the one you want to copy. To help you determine the transaction to use, inquiries are available from the **Inquiry** pull-down menu on the Transaction Selection screen. Use these inquiries to find out more information about any of the transactions listed. Be sure the selection indicator is positioned on the transaction you want to inquire on before pressing **<Actions> (PF1)** to access the action bar.



Transaction Selection Inquiry pull-down menu

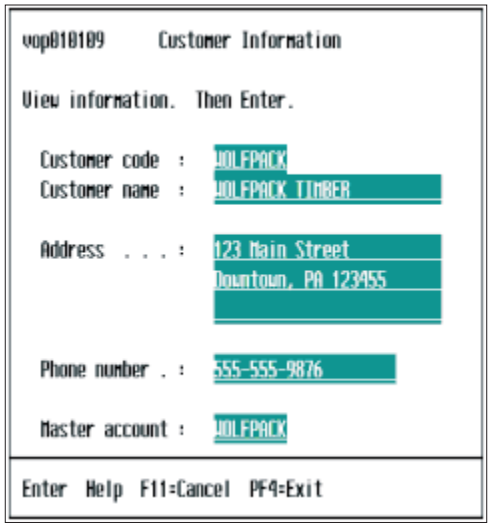
The Transaction Totals Inquiry is identical to the same inquiry accessed from the **Inquiries** pull-down menu of the Transaction Header, Lines, or Totals screens in the Customer Sales Entry module. Refer to your Customer Sales Entry manual for details.

The Transaction Dates Inquiry is similar to the same inquiry accessed from the Inquiries pull-down menu of the Transaction Header Lines or Totals screen in the Customer Sales Entry module. The only difference is that when accessed from this Transaction Selection screen, both the transaction number and transaction type of the selected transaction are displayed in the Transaction Dates window.

The Order Transaction Inquiry accesses the Order Transaction Inquiry program. This program is discussed in detail in your Customer Sales Information manual.

Customer Information Inquiry

The Customer Information Inquiry enables you to view information about the customer on the selected transaction. When you select **Customer information...** from the **Inquiry** pull-down menu, the Customer Information window opens. The table below lists and defines the fields of information that are displayed in this window.



Customer Information window

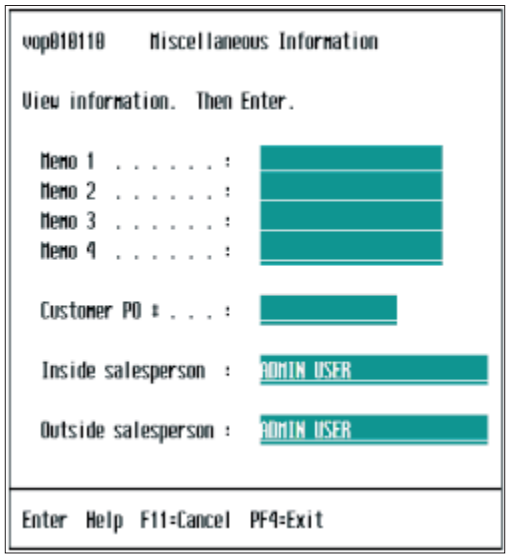
Customer Information Field Definitions

Field	Definition
Customer code	Customer code assigned to the customer using the Customer Maintenance program in Primary File Administration.
Customer name	Name of the customer, as entered using the Customer Maintenance program in Primary File Administration.
Address	Street address, post office box, city, state or province, and ZIP code or other postal code of the shipping address for the customer on this transaction.
Phone number	Telephone number of the customer, as entered for this transaction.

Field	Definition
Master account	Customer code of the master account the customer is assigned to, as indicated using the Customer Maintenance program in Primary File Administration; if this is a master or regular account, the master account code is the same as the customer code.

Miscellaneous Information Inquiry

Use the Miscellaneous Information Inquiry to view some general information about the selected transaction. When you select **Miscellaneous information...** from the **Inquiry** pull-down menu, the Miscellaneous Information window opens. The table below lists and defines the fields of information displayed in this window.


vop010110 Miscellaneous Information
View information. Then Enter.
Memo 1 . . . . . :
Memo 2 . . . . . :
Memo 3 . . . . . :
Memo 4 . . . . . :
Customer PO # . . . :
Inside salesperson :
ADMIN USER
Outside salesperson :
ADMIN USER
Enter Help F11=Cancel PF9=Exit

Miscellaneous Information window

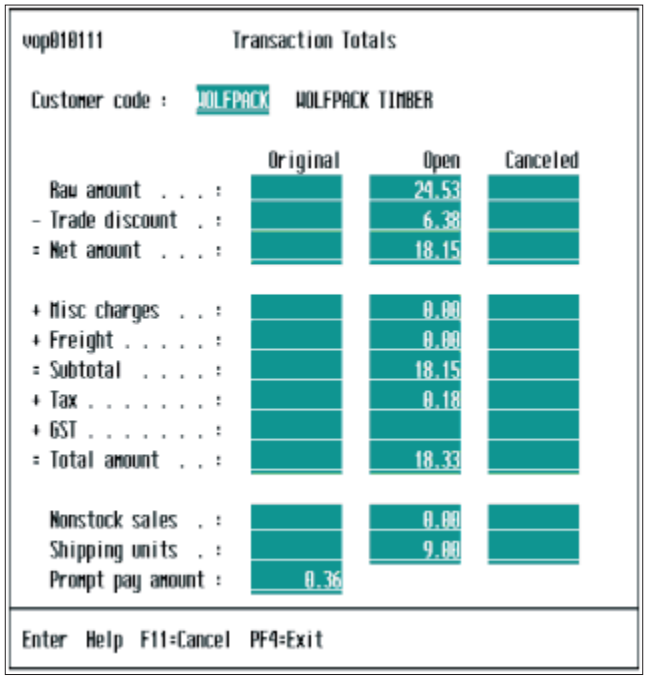
Miscellaneous Information Field Definitions

Field	Definition
Memo 1 – Memo 4	Text that was entered for the first memo field on the Purchase Order Header screen for this transaction.
Customer PO #	Number of the customer's purchase order for purchasing the merchandise on this transaction.

Field	Definition
Inside salesperson	Name of the inside salesperson responsible for building this transaction.
Outside salesperson	Name of the outside salesperson responsible for building this transaction.

Transaction Totals Inquiry

Use the Totals Inquiry to view totals information for the transaction you are working with. When you select **Transaction totals...** from the **Inquiry** pull-down menu, the Transaction Totals window opens. The customer code and name of the customer the current for whom the transaction is being built are displayed at the top of this window. The majority of the window displays totals information consisting of original open and canceled freight amounts, trade discounts, miscellaneous charges, tax amounts, net amounts, and other information.



Transaction Totals window

The table below lists and defines the original, open and canceled totals for each field in the Transaction Totals window. The original amount for each field is the amount that was initially entered or calculated automatically when the current transaction was built. The open amount for each field is the amount remaining to be invoiced on the current transaction. The canceled amount for each field is the amount that has been canceled from the current transaction, and will not be invoiced. Only the original amount of any prompt pay discount displays. It is impossible to have open and canceled prompt pay discount amounts.

Various symbols (: +, -, and =) are displayed along the left margin of the column of field names in this window. Each of these symbols indicates how the dollar amount at that field is related to the amount in the field above it in the same column. In the first set of amounts in the window, the net amount of the current transaction is derived by subtracting any trade discount amount: [Raw amt. - Trade disc. = Net amt.].

In the second set of amounts, the subtotal for the current transaction is calculated by adding any miscellaneous charges and freight amounts to the net amount of the transaction: [Net amt. + Misc. charges + Freight = Subtotal]. Then, the total amount of the current transaction is determined by adding any sales tax and Canadian goods and services tax to the transaction subtotal: [Subtotal + Tax + GST = Total amt.].

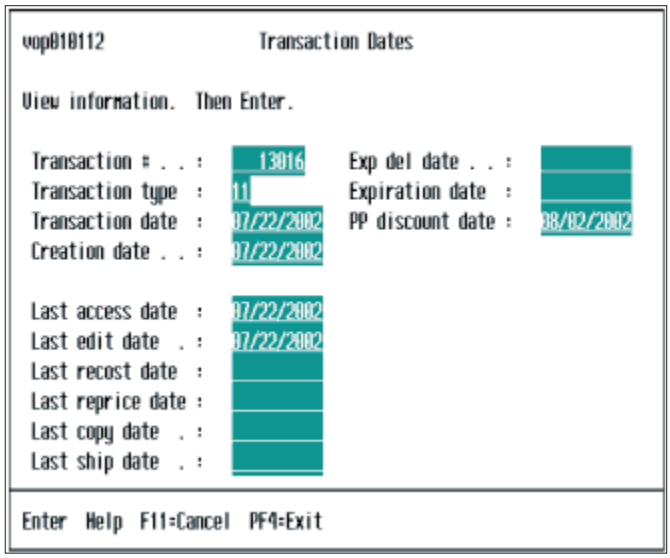
Totals Inquiry Information

Field	Definition
Raw amount	Dollar amount of the transaction before any freight charges, miscellaneous charges or taxes are added, and before any discounts are subtracted.
Trade discount	Dollar amount of all trade discounts applied to the transaction, including any line discounts.
Net amount	Dollar amount of the transaction after any trade discounts are subtracted.
Misc. charges	Dollar amount of any miscellaneous charges that are entered on the transaction.
Freight	Dollar amount of any freight charges that are entered on the transaction.
Subtotal	Dollar amount of the transaction after any miscellaneous charges and manual freight amounts are added to the net amount.
Tax	Dollar amount of any sales tax that is charged on the transaction.

Field	Definition
GST	Dollar amount of any Canadian goods and services tax that is charged on the transaction.
Total amount	Dollar amount of the transaction after any sales tax and Canadian goods and services tax are added to the subtotal.
Nonstock sales	Dollar amount of any nonstock items entered on the transaction.
Shipping units	Total number of shipping units entered on the transaction.
Prompt pay amount	Dollar amount of any prompt pay discount offered to the customer for early payment of the invoice; only the original amount on the transaction displays.

Transaction Dates Inquiry

Use the Dates Inquiry to view any dates for the current transaction. When you select **Transaction dates...** from the **Inquiry** pull-down menu, the Transaction Dates window opens. This window displays the dates that were entered for the transaction at the time it was built, as well as the date on which each possible type of edit was last made. The table below lists and defines the dates that are displayed in this window for the current transaction.


vop010112
Transaction Dates
View information. Then Enter.
Transaction # . . : 13016
Transaction type : 11
Transaction date : 07/22/2002
Creation date . . : 07/22/2002
Last access date : 07/22/2002
Last edit date . : 07/22/2002
Last recost date :
Last reprice date :
Last copy date . :
Last ship date . :
Exp del date . . :
Expiration date :
PP discount date : 08/02/2002
Enter Help F11=Cancel PF9=Exit

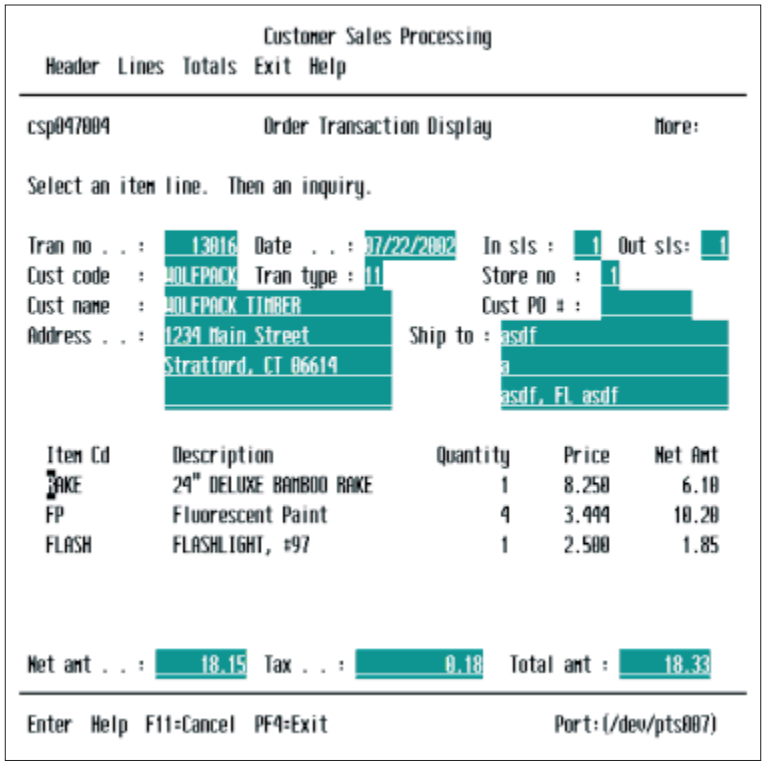
Transaction Dates window

Dates Inquiry Information

Field	Definition
Transaction #	Number assigned to this transaction in Transaction Entry.
Transaction type	Type of transaction this is, assigned in Transaction Entry.
Transaction date	Date entered on the Transaction Header by the operator who built the transaction, or who last edited it.
Creation date	Date the transaction was created on, assigned by the system.
Exp del date	Date the items on the transaction are expected to be delivered to the customer the transaction was built for.
Expiration date	Date the prices on the transaction are no longer valid; used for quote and estimate transactions only.
PP discount date	Date the customer must pay the invoice by for the transaction to receive a prompt pay discount.
Last access date	Date the transaction was last recalled for any reason, whether editing, reprinting, etc.
Last edit date	Date the information was last changed on the transaction.
Last recost date	Date the items on the transaction were last recosted.
Last reprice date	Date the items on the transaction were last repriced.
Last copy date	Date the information from the transaction was last copied for another transaction.
Last ship date	Date merchandise on the transaction was last shipped to the customer.

Order Transaction Inquiry

This inquiry allows you to review and analyze various aspects of the selected order. When you select **Order transaction** from the **Inquiry** pull-down menu, the Order Transaction Display screen opens. Refer to your Customer Sales Information manual for detailed instructions on using the Order Transaction Inquiry program.


Customer Sales Processing
Header Lines Totals Exit Help
csp047004 Order Transaction Display More:
Select an item line. Then an inquiry.
Tran no . . : 13016 Date . . : 07/22/2002 In sls : 1 Out sls: 1
Cust code : WOLFPACK Tran type : I1 Store no : 1
Cust name : WOLFPACK TIMBER Cust PO # :
Address . . : 1234 Main Street Ship to : asdf
Stratford, CT 06614 a
asdf, FL asdf
Item Cd Description Quantity Price Net Amt
RAKE 24" DELUXE BAMBOO RAKE 1 8.250 6.18
FP Fluorescent Paint 4 3.444 18.28
FLASH FLASHLIGHT, #97 1 2.500 1.85
Net amt . . : 18.15 Tax . . : 0.18 Total amt : 18.33
Enter Help F11=Cancel PF4=Exit Port:(/dev/pts007)

Order Transaction Display screen

Importing From a Buy

Buys are optional software. Your company must have purchased this optional software in order to use this feature.

Buys are lists of items that are offered at reduced prices to customers, generally contractors, who want to order materials in bulk for the purpose of lowering purchasing costs. They are created using the Buy Maintenance program in the Price Management module. Every time you create a buy, you must also create a purchase order specifically for it, entering the reduced prices your vendor will sell the items to you. This allows you to sell the items at low prices to your customers, and still achieve the same gross profit as when selling these items at their standard retail price. Refer to the Price Management manual for details about entering and maintaining buys on your system.

Use the Import From Buy feature in Purchase Order Entry to import an existing buy into the current purchase order, for placing a special order with the vendor for the items on the buy. This feature is only accessible from the Purchase Order Lines screen.

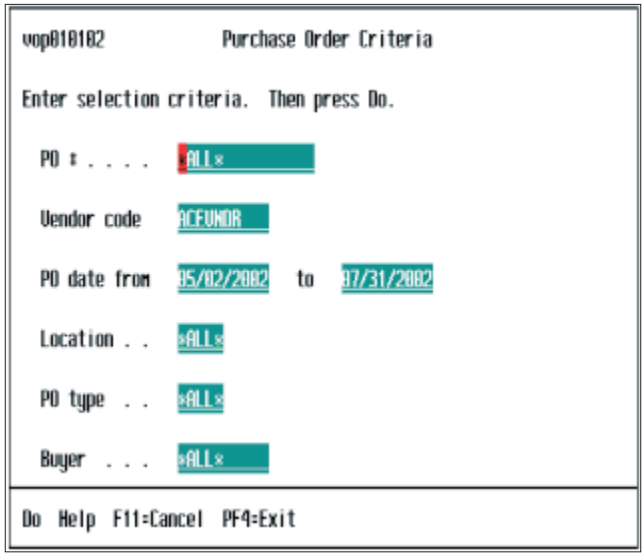
To import a buy, select Import from a buy from the **Utilities** pull-down menu on the Purchase Order Lines screen. The Buy Selection window opens listing the name of every buy that has been created using the Buy Maintenance program. Select the buy to import from those displayed.

When you select a buy, the Line Number Range window opens displaying the name of the buy you chose. It also displays the default line number range beginning with line 1 and ending with the maximum line number in the buy. You can accept the default line number range or enter a different range of lines to import from the buy if you do not want to import all the items. The line numbers you enter must correspond to existing lines on the buy, and the ending line number of the range must be the same as or greater than the beginning line number.

Copy from a PO

Use this feature to copy lines from an existing purchase order into a new purchase order. This feature is similar to the Copy Order/Quote feature in Transaction Entry. This feature is useful when you want to repeatedly order the same items but change the quantity ordered each time.

When you select **Copy from PO...** from the **Utilities** pull-down menu, the Selection Criteria window opens.


vop810102 Purchase Order Criteria
Enter selection criteria. Then press Do.
PO # . . . . *ALL*
Vendor code ACEVNDR
PO date from 05/02/2002 to 07/31/2002
Location . . *ALL*
PO type . . *ALL*
Buyer . . . *ALL*
Do Help F11=Cancel PF9=Exit

Purchase Order Criteria window

At the **PO number** field, you may accept the default *ALL* or enter a specific PO number. You may also use wildcards. If you enter a specific PO number, the vendor code, PO date, location, type, and buyer are displayed automatically.

The **Vendor code** field defaults to the vendor code of the current PO. You may accept this default, enter a specific vendor code, press **<Prompt> (PF2)** to perform a vendor lookup, enter a vendor code including a wild card, or enter *ALL* for all vendors.

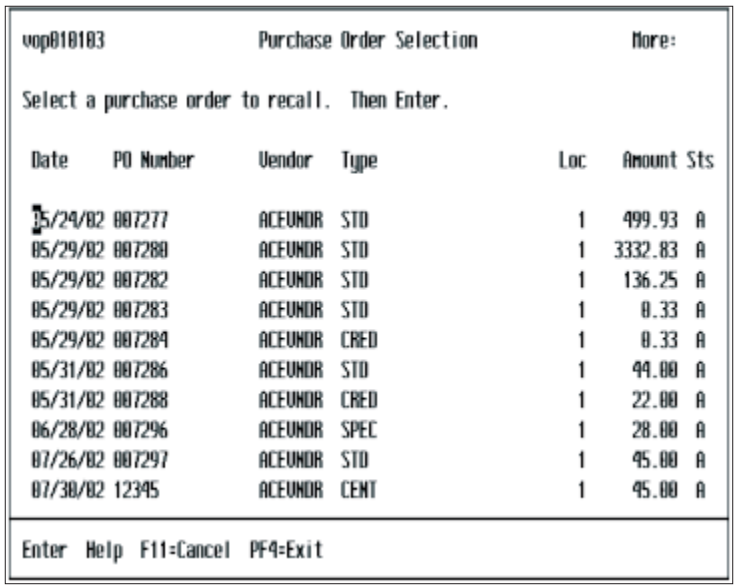
At the **PO date from** and **to** fields, you may enter any PO date as long as the from date is earlier than the to date.

At the **Location** field, you may enter a specific location, press **<Prompt> (PF2)** to perform a location lookup, or accept the default *ALL*.

At the **PO type** field, you may enter a specific PO type, press **<Prompt> (PF2)** to perform a PO type lookup, or accept the default *ALL*.

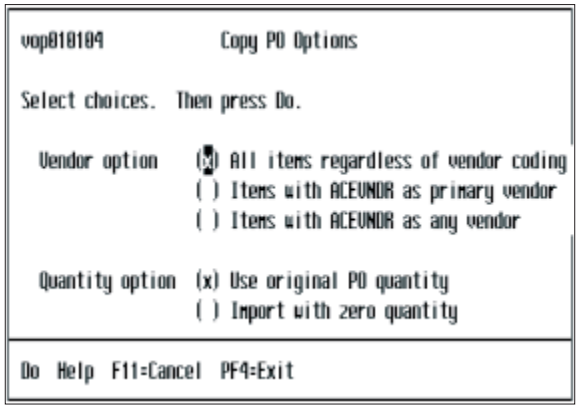
At the **Buyer** field, you may enter a specific buyer code, press **<Prompt> (PF2)** to perform a buyer lookup, or accept the default *ALL*.

When you press **<Do>**, the program performs the search and displays a scrolling list of purchase orders that match the entered criteria (and the PO is not locked and the PO status is either Entered, Accepted, Backordered, Received, or Cancelled).


vop010103 Purchase Order Selection More:
Select a purchase order to recall. Then Enter.
Date PO Number Vendor Type Loc Amount Sts
05/24/02 007277 ACEVNDR STD 1 499.93 A
05/29/02 007280 ACEVNDR STD 1 3332.83 A
05/29/02 007282 ACEVNDR STD 1 136.25 A
05/29/02 007283 ACEVNDR STD 1 0.33 A
05/29/02 007284 ACEVNDR CRED 1 0.33 A
05/31/02 007286 ACEVNDR STD 1 44.00 A
05/31/02 007288 ACEVNDR CRED 1 22.00 A
06/28/02 007296 ACEVNDR SPEC 1 28.00 A
07/26/02 007297 ACEVNDR STD 1 45.00 A
07/30/02 12345 ACEVNDR CENT 1 45.00 A
Enter Help F11=Cancel PF9=Exit

Purchase Order Selection screen

The data that displays in this window is the same as the data that displays on the PO Recall window. When you select a PO and press **<Do>**, the Copy Order Options window.


vop010104 Copy PO Options
Select choices. Then press Do.
Vendor option (•) All items regardless of vendor coding
( ) Items with ACEVNDR as primary vendor
( ) Items with ACEVNDR as any vendor
Quantity option (x) Use original PO quantity
( ) Import with zero quantity
Do Help F11=Cancel PF9=Exit

Copy PO Options window

Vendor Option

Use the vendor option to determine which items in the range to include according to the vendor the current purchase order is being built for. To copy only those items in the entered range for which the current vendor is its primary vendor, select **Items with [VENDOR] as primary vendor**. Select **Items with [VENDOR] as any vendor** to copy only those items in the entered range for which the current vendor is its primary vendor, secondary vendor, or one of its alternate vendors. To copy all items included in the entered range regardless of the vendors entered in their item/vendor records, choose **All items regardless of vendor coding**.

Quantity Option

At the **Quantity option** field, choose **Use original quantity** to copy the line into the current purchase order with the quantity entered on the original purchase order. Choose **Import with zero quantity** to copy the line into the current purchase order with a quantity of zero enabling you to enter a new quantity.

When you press **<Do>**, the program copies the lines from the original PO to the new PO and returns you to the Purchase Order Lines screen.

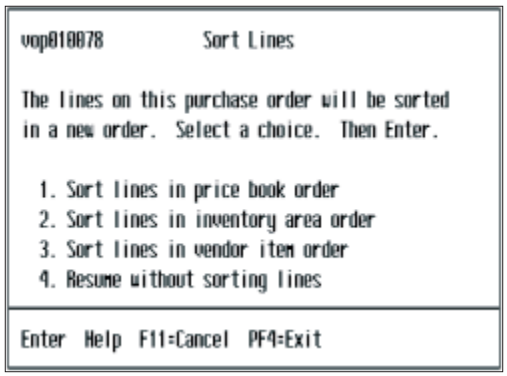
Sorting Purchase Order Lines

Use the Sort Purchase Order Lines feature to sort the lines on the current purchase order in order of:

- How they are included in your price book
- Their inventory areas
- Their vendor item codes

You may only sort lines on purchase orders with a status of entered.

When you select **Sort purchase order lines...** from the **Utilities** pull-down menu of the Purchase Order Lines screen, the Sort Lines window displays allowing you to indicate the manner in which to sort the lines on the current purchase order.


vop810878 Sort Lines
The lines on this purchase order will be sorted in a new order. Select a choice. Then Enter.
1. Sort lines in price book order
2. Sort lines in inventory area order
3. Sort lines in vendor item order
4. Resume without sorting lines
Enter Help F11=Cancel PF4=Exit

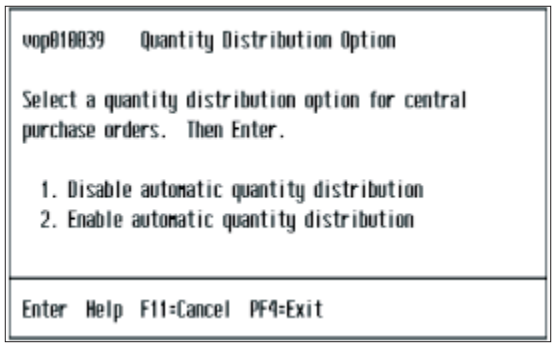
Sort Lines window

Important: Be aware that when you use this feature to sort lines, the only way to return the purchase order lines to their original order is to use the Start a New Purchase Order feature. This clears all the changes made to the current purchase order since it was last saved or updated.

Entering Quantity Distributions

When you are building a central purchase order, you may enter individual quantities to order for each location. The Purchase Order Entry program can be set to prompt for these entries automatically, or you can use the Enter Central PO Distribution line option for each item line to distribute. The Quantity Distribution Option feature is used to indicate whether location quantity distribution entry is automatic for the current purchase order. This feature is only available if the current purchase order is a central purchase order, and it is accessible only from the Purchase Order Lines screen. Refer to Chapter 2: Purchase Order Entry for more information about Central quantity distribution.

When you select **Quantity distribution option...** from the **Utilities** pull-down menu on the Purchase Order Lines screen, the Quantity Distribution Option window opens allowing you to enable or disable automatic quantity distribution entry on central purchase orders.


vop010039 Quantity Distribution Option
Select a quantity distribution option for central purchase orders. Then Enter.
1. Disable automatic quantity distribution
2. Enable automatic quantity distribution
Enter Help F11=Cancel PF4=Exit

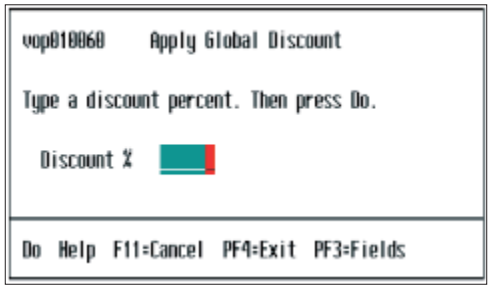
Quantity Distribution Option

Totals Features

Apply Global Discount Feature

Use the Apply Global Discount feature to enter a trade discount percentage to be applied to every line contained on the current purchase order. Any global discount entered using this feature overrides trade discounts that may have been entered for specific lines. This feature is accessible only from the Purchase Order Totals screen.

When you select **Apply global discount...** from the **Totals** pull-down menu on the Purchase Order Totals screen, the Apply Global Discount window opens requiring you to enter the discount percentage to apply to this purchase order. You may enter up to five digits, including three decimal places.

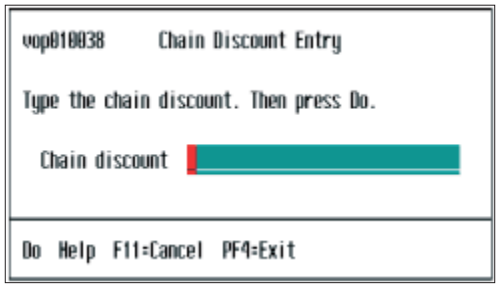


Apply Global Discount window

After entering a percentage, you return to the Purchase Order Totals screen. The entered discount percentage is applied to each line on the purchase order, except for those that have been locked using the Lock/Unlock Entered Cost from Recost option. The purchase order amount is automatically recalculated to reflect the entered discount and displayed in the PO amount field. In addition, the discount amount is calculated and displayed in the **Discounts** field, and the subtotal of purchases is calculated and displayed in the Subtotal field. The subtotal is equal to the total purchases minus any discounts.

You can enter a chain discount that is not just one discount, but multiple discounts applied in succession. When you press **<Fields> (PF3)**, the Chain Discount Entry window opens. After a chain discount is entered, *CHAIN* displays to the right of the **Discount %** field. Refer to Chapter 2: Purchase Order Entry for more information on trade discounts.

After you have applied a global discount, the discount is reflected in the cost of each line on the Purchase Order Lines screen.

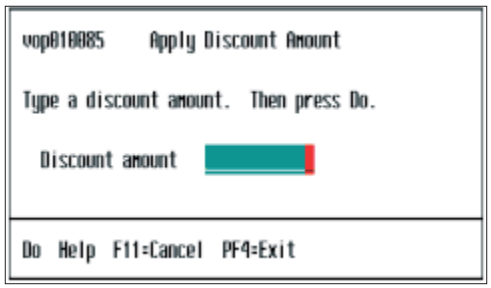


Chain Discount Entry window

Apply Discount Amount

Use the Apply Discount Amount feature to enter a discount amount to be applied to every line contained on the current purchase order. Any discount entered using this feature overrides trade discounts that may have been entered for specific lines. This feature is accessible only from the Purchase Order Totals screen.

When you select **Apply discount...** from the **Totals** pull-down menu on the Purchase Order Totals screen, the Apply Global Amount window opens requiring you to enter the discount amount to apply to this purchase order. You may enter any discount between 0 and the total amount of the purchase.



Apply Discount Amount window

Chapter 4: Purchase Order Entry Inquiries

Overview

In the Purchase Order Entry program, you have access to various inquiries that can be found throughout your ECS Pro System. Use them to inquire on information about items, vendors, purchase orders, orders, quotes, sales transactions, receipt transactions, and more. The inquiries that are available in the Purchase Order Entry program are listed and briefly described below. Some of these inquiries are also available in other modules.

Purchase Order Inquiries

Current Transaction Inquiries

- Purchase Order Totals Inquiry

  View the Totals information on the current purchase order. This includes the net amount, open amount, discounted amount, and other associated totals.

- Product Line Totals Inquiry

  View information about total purchases of items included in the vendor's product lines on the current purchase order.

- Central PO Inquiry

  This inquiry is not currently available.

- Purchase Order Dates Inquiry

  View the Dates associated with the current purchase order. This includes the Purchase Order Date, Ship Date, and other associated dates.

- Relationships Inquiry

  View the orders and receipts that are associated with the current PO.

- Current Line Totals Inquiry

  This inquiry is only available from the Lines screen. View the Current Line Totals for this line item. This information includes the Group/Section numbers, open quantity, vendor cost, and other associated information.

- Current Line Order Information Inquiry

  This inquiry is only available from the Lines screen. View the current Line Order information for this line item.

Item Inquiries

- Quick Item Inquiry

  View general information about any item established on your system. Quick Item Inquiry is discussed in this chapter.

- Item Prices Inquiry

  View the prices assigned to an item for each price level, and the current quantities held for the item on the system. Item Prices Inquiry is discussed in this chapter.

- Item Prices & Costs Inquiry

  View the prices assigned to an item for each price level, as well as cost and gross profit information. Item Prices and Cost Inquiry is discussed in this chapter.

- Item Inquiry

  View detailed price, cost, purchasing, and sales information about any item established on your system, for any location. Refer to your Inventory Management manual for information and instructions.

- Item Position Inquiry

  View information about the projected status of any item established on your system for different periods. Refer to Chapter 8: Forecasting & Replenishment Management for information and instructions.

- Item on Purchase Order Inquiry

  View purchase order information for any item established on your system. Refer to Chapter 7: Purchase Order Status Information for information and instructions.

- Item Receipt Inquiry

  View receipt information for any item established on your system. Refer to Chapter 10: Receipt Transaction Information for information and instructions.

- Item On Order Inquiry

  This inquiry opens the Item on Order Inquiry program from the Customer Sales Processing module. Use this inquiry to find orders that were entered in a certain date range or must be shipped in a certain date range, and contain a specific item your company sells. Refer to your Customer Sales Information manual for detailed information.

- Item On Quote Inquiry

  This inquiry opens the Item on Quote Inquiry program from the Customer Sales Processing module. Use this inquiry to find all quotes that were entered in a certain date range or must be shipped in a certain date range, and contain a specific item your company sells. Refer to your Customer Sales Information manual for detailed information.

- Inventory Transaction Inquiry

  View information about selected inventory transactions. Refer to your Inventory Management manual for information and instructions.

- TruServ Inquiry

  View information about any item available through TruServ (if your company purchases items from this vendor and uses the TruServ Communications Processing module on the ECS Pro system). TruServ Inquiry is discussed in this chapter.

*Although the Potential Transfer inquiry is listed on the **Inquiries** pull-down menu for all three screens, the asterisk next to this function indicates that it is not currently available.*

Transaction Inquiries

- PO Transaction Inquiry

  View information about any purchase orders currently held on your system. Refer to Chapter 7: Purchase Order Status Information for information and instructions.

- Receipt Transaction Inquiry

  View information about any receipts currently on your system. Refer to Chapter 10: Receipt Transaction Information for information and instructions.

- Orders on PO Inquiry

  View information about customer order items that have been accepted for purchase order using the order to purchase order interface. Refer to your Customer Sales Information manual for information and instructions.

- Order Transaction Inquiry

  View information about any orders currently held on your system. Refer to your Customer Order Information manual for information and instructions.

- Quote Transaction Inquiry

  View information about any quotes currently on your system. Refer to your Customer Sales Information manual for information and instructions.

- Sales Transaction Inquiry

  View information about any sales transactions currently on your system. Refer to your Customer Sales Information manual for information and instructions.

Vendor Inquiries

- Vendor Inquiry

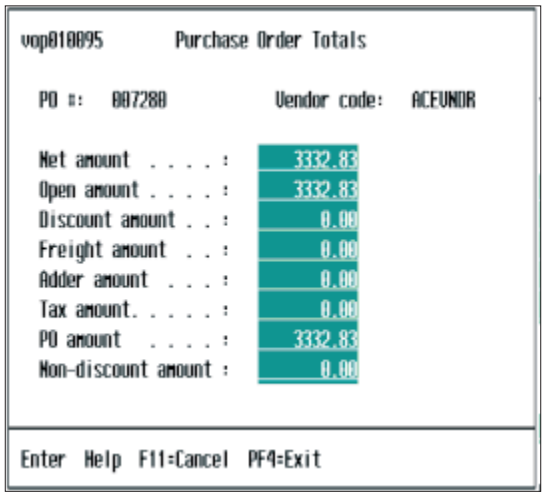
  View information about any vendor established on your system. Refer to Chapter 7: Purchase Order Status Information for information and instructions.

Your System Manager can use Security Administration to set feature security on some of these inquiries preventing you from accessing these features. Information and instructions on setting feature security are available in your System Manager's Guide.

Purchase Order Totals Inquiry

Use the Purchase Order Totals Inquiry to view the various total amounts, including freight and discounts, on the current purchase order. This feature is accessible from the Purchase Order Header, Lines, and Totals screens.

When you select **Totals...** from the Current Transaction Inquiries menu, the Purchase Order Totals window is displayed.


vop010095 Purchase Order Totals
PO #: 007280 Vendor code: ACEVNDR
Net amount . . . . : 3332.83
Open amount . . . . : 3332.83
Discount amount . . : 0.00
Freight amount . . : 0.00
Adder amount . . . : 0.00
Tax amount. . . . . : 0.00
PO amount . . . . : 3332.83
Non-discount amount : 0.00
Enter Help F11=Cancel PF9=Exit

Purchase Order Totals window

The table below lists and briefly defines the information displayed in the Purchase Order Totals window.

Fields displayed in the Purchase Order Totals window

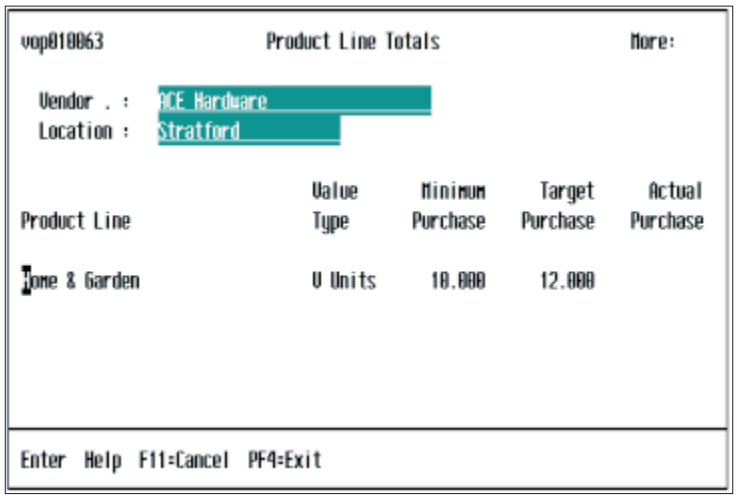
Field	Definition
Net amount	Total cost of the items on this purchase order, after all discounts are taken but before tax, freight, and adders are applied.
Open amount	Amount of the purchase order that has yet to be invoiced.
Discount amount	Amount of the discount on the purchase order.
Freight amount	Total amount of freight charged for the items on this purchase order.
Adder amount	Total amount of adders applied to this purchase order.

Field	Definition
Tax amount	Total amount of tax charged on this purchase order.
PO amount	Total amount of this purchase order with all amounts added and discounts taken.
Non-discount amount	Amount that the discount cannot be taken on.

Product Line Totals Inquiry

Use the Product Line Totals Inquiry feature to inquire on total purchases of items included in the vendor's product lines on the current purchase order. This feature is accessible from the Purchase Order Lines and Totals screens.

When you select **Product line totals...** from this menu, the Product Line Totals window opens. Displayed in the top portion of this window are the vendor name and location of the current purchase order. Listed in the lower portion of the window are all this vendor's product lines for which items have been purchased on this purchase order. The table below lists and briefly defines the information displayed in the Product Line Totals window for each product line.



Product Line Totals window

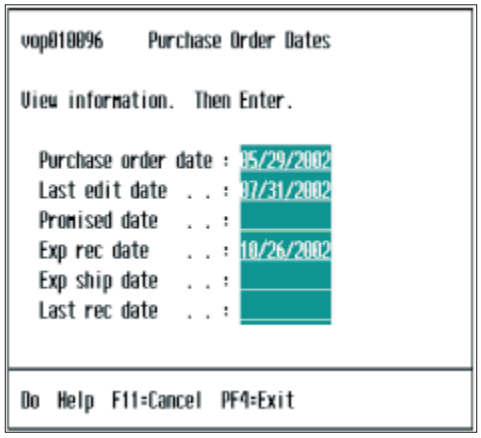
Fields displayed in the Product Line Totals window

Field	Definition
Product Line	Name of this product line, as entered in Product Line Maintenance.
Break Type	Indicator that determines the type of values that are assigned to this product line for the minimum and target purchases, as entered in Product Line Maintenance: Dollars, Quantity, Vendor units, Shipping units.
Minimum Purchase	Lowest dollar amount, quantity or number of units of items in this product line that must be purchased in order to buy from this vendor, as entered in Product Line Maintenance.
Target Purchase	Dollar amount, quantity, or number of units of items in this product line that your company wants to purchase from this vendor, as entered in Product Line Maintenance.
Actual Purchase	Actual dollar amount, quantity or number of units of items in this product line that are being purchased on this purchase order.

Purchase Order Dates Inquiry

Use the Purchase Order Dates Inquiry to view the Dates associated with the current purchase order. This includes the Purchase Order Date, Ship Date, and other associated dates. This feature is accessible from the Purchase Order Header, Lines, and Totals screens.

When you select **Dates...** from the Current Transactions Inquiry menu, the Purchase Order Dates window opens. The table below defines each field in this window.


vop010096 Purchase Order Dates
View information. Then Enter.
Purchase order date : 05/29/2002
Last edit date . . : 07/31/2002
Promised date . . :
Exp rec date . . : 10/26/2002
Exp ship date . . :
Last rec date . . :
Do Help F11=Cancel PF9=Exit

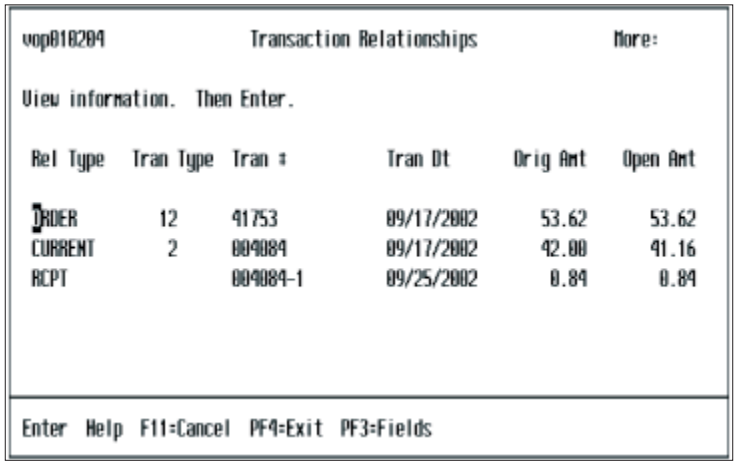
Purchase Order Dates window

Fields displayed in the Purchase Order Dates window

Field	Definition
Purchase order date	Date this purchase order was first created in Purchase Order Entry.
Last edit date	Last date this purchase order was edited.
Promised date	Date the vendor promised to deliver the items on this purchase order.
Expected received date	Date the items are expected to be received at this location. This date is copied from the Promised Date or calculated based on the past performance of the vendor if no Promise date was entered.
Expected ship date	Date the items are expected to be shipped from the vendor.
Last received date	Last date you received items from this vendor.

Relationships Inquiry

Use the Relationships Inquiry to view the order and receipt transactions associated with the current purchase order. To access this inquiry, select **Current transactions...** from the **Inquiries** menu. Then select **Relationships...** to open the Transaction Relationships window. The table below defines the fields in this window. On any order line, press **<PF3>** to open the Order Transaction Inquiry program. On any receipt line, press **<PF3>** to open the Receipt Inquiry program. These inquiries are discussed later in this manual.


vop010204 Transaction Relationships More:
View information. Then Enter.
Rel Type Tran Type Tran # Tran Dt Orig Amt Open Amt
ORDER 12 91753 09/17/2002 53.62 53.62
CURRENT 2 004084 09/17/2002 42.00 41.16
RCPT 004084-1 09/25/2002 0.84 0.84
Enter Help F11=Cancel PF4=Exit PF3=Fields

Transaction Relationships window

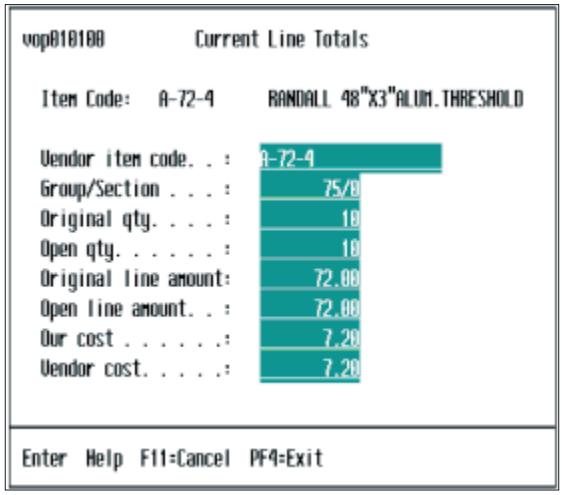
Fields displayed in the Transaction Relationships window

Field	Definition
Relationship type	How the transaction is related to the original
Transaction Type	Related transaction's type
Transaction Number	Number of the transaction
Transaction Date	Date of the transaction
Original Amount	Dollar amount of the original transaction
Open Amount	Dollar amount still open

Current Line Totals

Use the Current Line Totals inquiry to inquire on the order information for the item on this line.

When you select **Current line totals...** from the **Current transaction** selection of the **Inquiries** pull-down menu, the *Current Line Totals* window opens. The table below defines the fields in this window.


vop010100 Current Line Totals
Item Code: A-72-4 RANDALL 48"X3"ALUM.THRESHOLD
Vendor item code. . : A-72-4
Group/Section . . . : 75/0
Original qty. . . . : 10
Open qty. . . . . : 10
Original line amount: 72.00
Open line amount. . : 72.00
Our cost . . . . . : 7.20
Vendor cost. . . . . : 7.20
Enter Help F11=Cancel PF9=Exit

Current Line Totals window

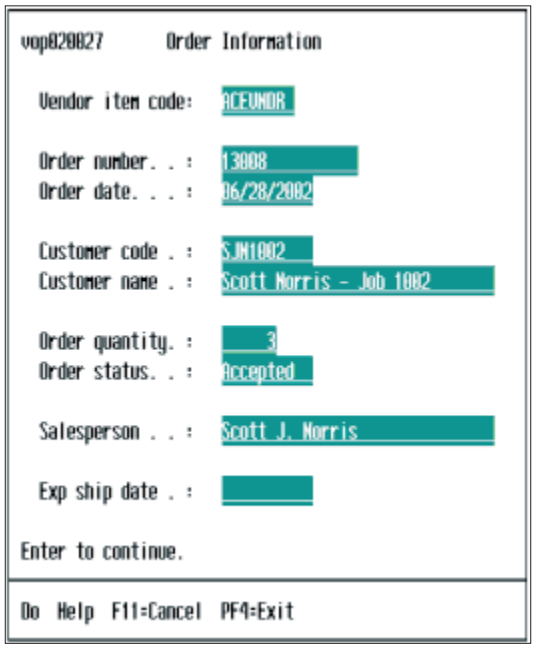
Fields displayed in the Current Lines Totals window

Field	Definition
Item code	Item code as entered in Item/Inventory Maintenance.
Vendor item code	Item code as assigned by the vendor who supplies the item.
Group/Section	Group and section where this item is stored in inventory.
Original quantity	Original quantity ordered from the vendor.
Open quantity	Outstanding quantity not yet received.
Original line amount	Price of the original quantity ordered.
Open line amount	Price of the outstanding quantity not yet received.
Our cost	The price our company paid for this item.
Vendor cost	The cost the vendor pays for this item.

Current Line Order Information Inquiry

Use the Order Information inquiry to review additional information about this order.

When you select **Current line order information...** from the **Current transaction** selection of the **Inquiries** pull-down menu, the Order Information window opens. The table below defines the fields in this window.


vop820827 Order Information
Vendor item code: ACEVNDR
Order number. . : 13008
Order date. . . : 06/28/2002
Customer code . : SJW1002
Customer name . : Scott Morris - Job 1002
Order quantity. : 3
Order status. . : Accepted
Salesperson . . : Scott J. Morris
Exp ship date . :
Enter to continue.
Do Help F11=Cancel PF9=Exit

Order Information window

Field Descriptions of the Order Information window

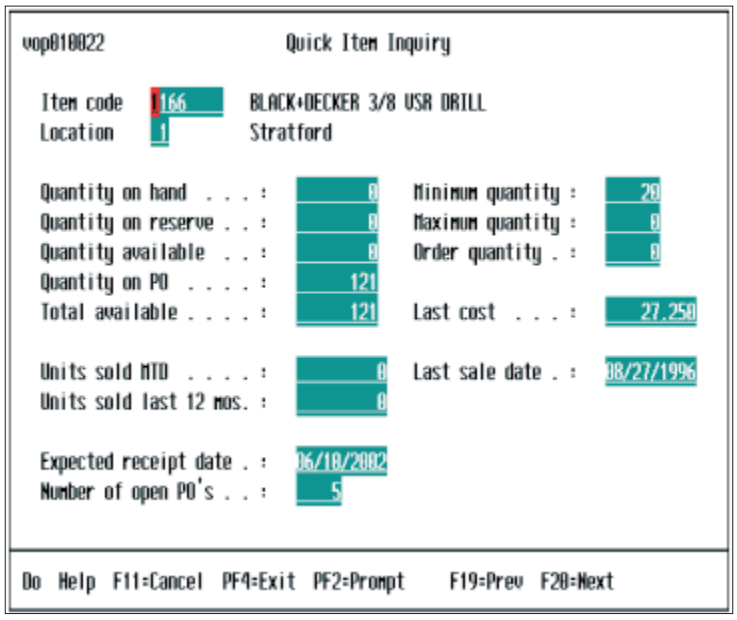
Field Name	Description
Vendor Item code	Item code assigned by the vendor.
Order number	Number for this order.
Order date	Date of this order.
Customer code	Customer code as entered in Customer Maintenance.
Customer name	Customer name as entered in Customer Maintenance.
Order quantity	Number of this item that was ordered.
Order status	Status of this ordered. Statuses are discussed in Chapter 1.

Field Name	Description
Salesperson	Salesperson responsible for this order.
Expected ship date	Date this order is expected to ship.

Quick Item Inquiry

Use the Quick Item Inquiry feature to quickly inquire on general information about any item established on your system. You can use this information to determine how much of a selected item you need to purchase. This feature is accessible only from the Item Inquiries menu on the Inquiries menu of the Purchase Order Lines screen.

When you select **Quick item...** from the Item Inquiries menu, the Quick Item Inquiry window opens. If you access this inquiry while the cursor is positioned on an entered purchase order line, the item code of the item on that line, the location the purchase order is being built for, and general information about the item display in this window. However, if you access the inquiry from a blank purchase order line, only the location for which the purchase order is being built is displayed, and you must enter the item code of the item about which to inquire.


vop810022
Quick Item Inquiry
Item code 166
BLACK+DECKER 3/8 VSR DRILL
Location 1
Stratford
Quantity on hand . . . : 0
Quantity on reserve . . : 0
Quantity available . . : 0
Quantity on PO . . . . : 121
Total available . . . . : 121
Minimum quantity : 20
Maximum quantity : 0
Order quantity . : 0
Last cost . . . : 27.250
Units sold MTD . . . . : 0
Units sold last 12 mos. : 0
Last sale date . : 08/27/1996
Expected receipt date . : 06/10/2002
Number of open PO's . . : 5
Do Help F11=Cancel PF4=Exit PF2=Prompt F19=Prev F20=Next

Quick Item Inquiry window

If there is no item code or item information displayed in this window, or to inquire on an item at a different location, enter the item code and/or location to inquire on. The corresponding item information is displayed in the Quick Item Inquiry window immediately upon entry of an item code or location.

At the **Item code** field, enter the item code up to eight characters for the item to inquire on. This must be an existing item code previously established on your system using the Item Maintenance program in Primary File Administration. Press **<Next> (F20)** to view the next item in sequence, or press **<Previous> (F19)** to view the item that immediately precedes the one displayed.

At the **Location** field, enter an existing location number to inquire on information for the selected item. Your company's locations are established when this software is installed, and they can be maintained using the Location Maintenance program in Primary File Administration. Press **<Next> (F20)** to view information for the next location in sequence, or press **<Previous> (F19)** to view information for the location that immediately precedes the one displayed.

At either of these fields, if you are unsure of the value to enter, press **<Prompt> (PF2)** to look up the correct item code or location number.

The table below lists and briefly defines the information displayed for the selected item. Refer to your Primary File Administration manual for more information about what these fields mean.

Fields displayed in the Quick Item Inquiry window

Field	Definition
Quantity on hand (QOH)	Quantity of this item currently on hand at this location.
Quantity on reserve (QOR)	Quantity of this item currently on reserve at this location.
Quantity available (QAvail)	Quantity of this item currently available to sell at this location (QOH - QOR).
Quantity on PO (QOPO)	Quantity of this item currently on purchase order at this location.
Total available	Total quantity of this item currently available at this location (Qavail + QOPO).
Units sold MTD	Number of stocking units of this item sold this month at this location.
Units sold last 12 mos.	Number of stocking units of this item sold in the last 12 months at this location.
Expected receipt date	Date this item is expected to be received at this location.
Number of open PO’s	Number of open purchase orders containing this item.

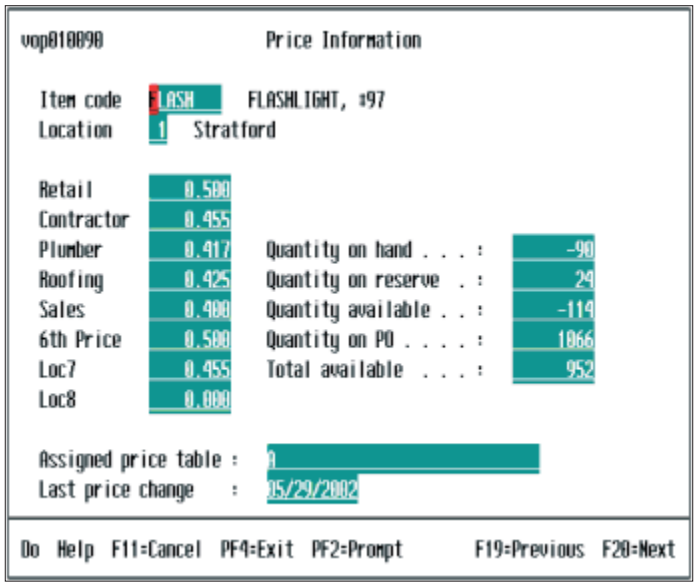
Field	Definition
Minimum quantity	Minimum quantity of this item desired to be held in stock at this location.
Maximum quantity	Maximum quantity of this item desired to be held in stock at this location.
Order quantity	Normal quantity of this item to be ordered each time it is purchased for this location.
Last cost	Cost of this item the last time it was purchased for this location.
Last sale date	Date this item was last sold at this location.

Item Prices Inquiry

Use the Item Prices Inquiry to view the prices for the selected item at price levels 1 through 8, as well as other information for the selected location.

When you select **Item Prices...** from the Item Inquiries menu, the Price Information window opens. If you access this inquiry while the cursor is positioned on an entered purchase order line, the item code of the item on that line, the location the line is being entered for, and price and quantity information about the item display in this window. However, if you access the inquiry from a blank purchase order line, only the location for which the line is being entered is displayed, and you must enter the item code of the item about which to inquire.

If there is no item code or item information displayed in this window, or to inquire on an item at a different location, you may enter the item code and/or location to inquire on. The corresponding item information is displayed in the Price Information window immediately upon entry of an item code or location.


vop810090
Price Information
Item code FLASH FLASHLIGHT, #97
Location 1 Stratford
Retail 0.500
Contractor 0.455
Plumber 0.417
Roofing 0.425
Sales 0.400
6th Price 0.500
Loc7 0.455
Loc8 0.000
Quantity on hand . . . : -90
Quantity on reserve . : 24
Quantity available . . : -114
Quantity on PO . . . . : 1066
Total available . . . : 952
Assigned price table :
Last price change : 05/29/2002
Do Help F11=Cancel PF4=Exit PF2=Prompt F19=Previous F20=Next

Price Information window

At the **Item code** field, enter the item code up to eight characters for the item to inquire on. This must be an existing item code previously established on your system using the Item/Inventory Maintenance program in Primary File Administration. If you are unsure of the item code to enter, press **<Prompt> (PF2)** at this field to perform a lookup.

At the **Location** field, enter an existing location number of the location to inquire on information for the selected item. Your company's locations are initially established when this software is installed, and can be maintained using the Location Maintenance program in Primary File Administration. If you are unsure of the location number to enter, press **<Prompt> (PF2)** at this field to open the Location Selection window, and choose one from there.

The table below lists and briefly defines the price information displayed for the selected item. Refer to your Primary File Administration manual for more information about these fields.

Item Prices Inquiry Information

Field	Definition
Price 1	Price of this item at price level 1.
Price 2	Price of this item at price level 2.
Price 3	Price of this item at price level 3.
Price 4	Price of this item at price level 4.
Price 5	Price of this item at price level 5.
Price 6	Price of this item at price level 6, or the price using the selling unit of measure.
Price 7	Price of this item at price level 7.
Price 8	Price of this item at price level 8.
Assigned price table	Name of the price table this item is assigned to in Price Management, if any.
Last price change	Date the price for this item last changed.
Quantity on hand (QOH)	Quantity of this item currently on hand at this location.
Quantity on reserve (QOR)	Quantity of this item currently on reserve at this location.
Quantity available (Qavail)	Quantity of this item currently available to sell at this location (QOH - QOR).
Quantity on PO(QOPO)	Quantity of this item currently on purchase order at this location.
Total available	Total quantity of this item currently available at this location (Qavail + QOPO).

You may inquire on the selected item at another location, or on another item by entering the new item code and/or location in the appropriate field. Or, use the **<Switch Backward> (F19)** and **<Switch Forward> (F20)** function keys at either the **Item code** or **Location** field if an item is currently displayed. Using these keys in the Item code field displays information for the previous or next item on your system, for the specified location. Using them in the **Location** field displays information for the specified item in the next or previous location on your system.

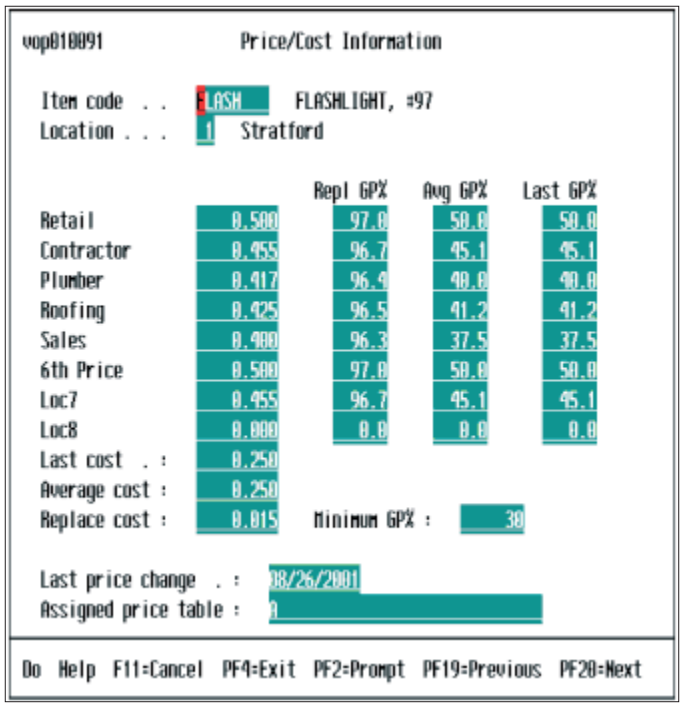
Promotion in effect or pending" is displayed beside price 1 only if the specified item is on a promotion that is currently underway or that will run in the future. Promotions are established and maintained using the Promotion Maintenance program in the Price Management module.

Item Prices and Cost Inquiry

Use the Item Prices and Cost Inquiry to view the prices for the selected item at price levels 1 through 8, as well as other related price and cost information for the selected location.

When you select **Item Prices & Costs...** from the Item Inquiries menu, the Price/Cost Information window opens. If you access this inquiry while the cursor is positioned on an entered purchase order line, the item code of the item on that line, the location for which the line is being entered, and price and cost information about the item display in this window. However, if you access the inquiry from a blank purchase order line, only the location for which the line is being entered is displayed, and you must enter the item code of the item about which to inquire.

If there is no item code or item information displayed in this window, or to inquire on an item at a different location, enter the item code and/or location to inquire on. The corresponding item information is displayed in the Price/Cost Information window upon entry of an item code or location.


vop010091 Price/Cost Information
Item code . . FLASH FLASHLIGHT, #97
Location . . . 1 Stratford
Repl GP% Avg GP% Last GP%
Retail 0.500 97.0 50.0 50.0
Contractor 0.455 96.7 45.1 45.1
Plumber 0.417 96.4 40.0 40.0
Roofing 0.425 96.5 41.2 41.2
Sales 0.400 96.3 37.5 37.5
6th Price 0.500 97.0 50.0 50.0
Loc7 0.455 96.7 45.1 45.1
Loc8 0.000 0.0 0.0 0.0
Last cost . : 0.250
Average cost : 0.250
Replace cost : 0.015 Minimum GP% : 30
Last price change . : 08/26/2001
Assigned price table : 0
Do Help F11=Cancel PF4=Exit PF2=Prompt PF19=Previous PF20=Next

Price/Cost Information window

At the **Item code** field, enter the item code up to eight characters for the item to inquire on. This must be an existing item code previously established on your system using the Item/Inventory Maintenance program in Primary File Administration. If you are unsure of the item code to enter, press **<Prompt> (PF2)** at this field to look up the desired code.

At the **Location** field, enter an existing location number of the location to inquire on information for the selected item. Your company's locations are initially established when the ECS Pro software is installed, and can be maintained using the Location Maintenance program in Primary File Administration. If you are unsure of the location number to enter, press **<Prompt> (PF2)** at this field to open the Location Selection window, and choose one from there.

The table below lists and briefly defines the price and cost information displayed for the selected item. Refer to your Primary File Administration manual for more information about these fields.

Fields displayed in the Price/Cost Information window

Field	Definition
Price 1	Price of this item at price level 1.
Price 2	Price of this item at price level 2.
Price 3	Price of this item at price level 3.
Price 4	Price of this item at price level 4.
Price 5	Price of this item at price level 5.
Price 6	Price of this item at price level 6, or the price using the selling unit of measure.
Price 7	Price of this item at price level 7.
Price 8	Price of this item at price level 8.
Last cost	Dollar amount of the unit cost of this item the last time it was purchased at this location.
Average cost	Dollar amount of the average weighted cost of this item over the number of times it was purchased at this location.
Replace cost	Dollar amount it would cost to replace this item.
Last price change	Date the price for this item last changed.
Assigned price table	Name of the price table this item is assigned to in Price Management, if any.
Repl GP% (for prices 1-8)	Gross profit percentage for this item at this price level using replacement cost.
Average GP% (for prices 1-8)	Gross profit percentage for this item at this price level using average cost.
Last GP% (for prices 1-8)	Gross profit percentage for this item at this price level using last cost.
Minimum GP%	Minimum gross profit percentage you want to make when you sell this item.

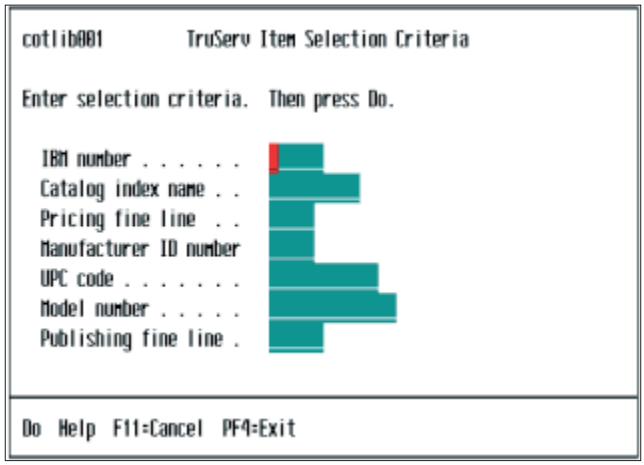
You may inquire about the selected item at another location, or on another item by entering the new item code and/or location in the appropriate field as previously described. You can also use the **<Switch Backward> (F19)** and **<Switch Forward> (F20)** function keys in either the Item code or Location field if an item is currently displayed. Using these keys in the Item code field displays information for the previous or next item. Using them in the Location field displays information for the specified item in the next or previous location on your system.

TruServ Inquiry

If your company purchases merchandise from TruServ by transmitting purchase orders electronically to their system, you can use the TruServ Inquiry feature to access information about any of the items they sell. It allows you to obtain cost, pricing, availability, and shipping information for an item, as well as address and contact telephone numbers for the item manufacturer. The TruServ Inquiry serves as an electronic catalog to help you determine the items you need to order for your store.

To perform a TruServ inquiry, you must first export the item information from TruServ's system onto the ECS Pro system using a specific function on TruServ's system that is designated for this purpose. Once it is exported, the TruServ item information resides in the database on your ECS Pro system. Refer to the documentation you received from TruServ for complete information and instructions.

When you select **TruServ inquiry** from the Item Inquiries menu, the TruServ Item Selection Criteria window opens allowing you to perform a search for TruServ items or item manufacturers by entering criteria in one or more of its fields. Regardless of the information you have entered on the Purchase Order Lines screen, no default values are displayed in the TruServ Item Selection Criteria window.


cotlib001 TruServ Item Selection Criteria
Enter selection criteria. Then press Do.
IBM number . . . . . .
Catalog index name . .
Pricing fine line . .
Manufacturer ID number
UPC code . . . . . .
Model number . . . . .
Publishing fine line .
Do Help F11=Cancel PF4=Exit

TruServ Item Selection Criteria window

There are two types of information you can use as search criteria: item information and manufacturer information. Item information that can be entered as search criteria includes the IBM number, catalog index name, pricing fine line, UPC code, and publishing fine line. Manufacturer information that can be entered as search criteria include the manufacturer ID number and model number. The table below lists and defines the fields in the TruServ Item Selection Criteria window that you can use to enter criteria.

Search criteria fields in the TruServ Item Selection Criteria window

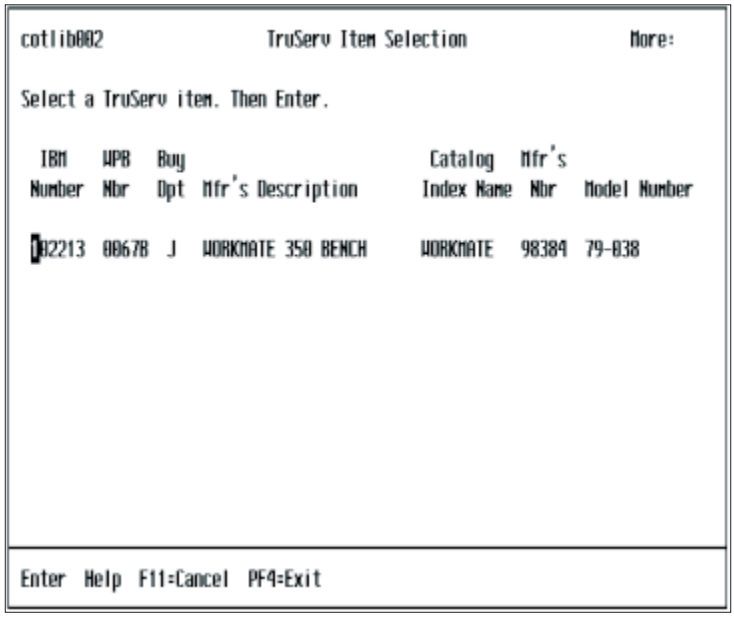
Field	Definition
IBM number	TruServ SKU. Enter a valid number from 1 to 999999; leading zeros are not required.
Catalog index name	Name by which you can find the item in TruServ's catalog index, from the Warehouse Price Book (WPB) catalog. Enter up to 10 characters at this field.
Pricing fine line	Enter a pricing fine line code up to 5 alphanumeric characters that identifies the TruServ sub-department to inquire on.

Field	Definition
Manufacturer ID number	Number up to 5 digits that identifies a manufacturer, which is a company that supplies TruServ with various items.
UPC code	A unique, standard code used to identify items from TruServ's suppliers. Enter a UPC code up to 12 alphanumeric characters at this field.
Model number	Number assigned by the manufacturer to differentiate one item from another in a line of items. Enter the complete model number up to 14 alphanumeric characters or enter a partial model number.
Publishing fine line	A unique number assigned by TruServ to each of its items. All items and their numbers appear in the series of catalog books. Each code consists of a letter, followed by a space, and then a number up to 4 characters; you must enter the space (i.e., L 63).

When entering criteria, enter one or more characters or numbers, depending on the data allowed at each field. For example, to retrieve all items related to lawns, including lawn accents, lawn decorations, lawn food, and so on, enter LAWN in the Catalog index name field. The resulting list would include all lawn items sold by TruServ, regardless of the manufacturer that supplies TruServ with each item. If you wanted to display only those lawn items from manufacturer number 23077, enter LAWN in the **Catalog index name** field and 23077 in the **Manufacturer ID number** field.

You can enter any combination of criteria, as well as partial criteria. For example, assume you wanted to retrieve a list of all items with the same fine line class TruServ has assigned to Department R. Enter R in the **Pricing fine line** field to retrieve the items in this category, including tools, paint tools, wrenches, and more. Or, enter the fine line code R0015 to retrieve all wrenches that TruServ sells. Generally, the more characters/numbers you enter at a field, the more you limit the number of records retrieved.

Once you have entered and accepted the criteria to use for performing an inquiry of TruServ items, the TruServ Item Selection window opens, listing all the items that match these criteria.



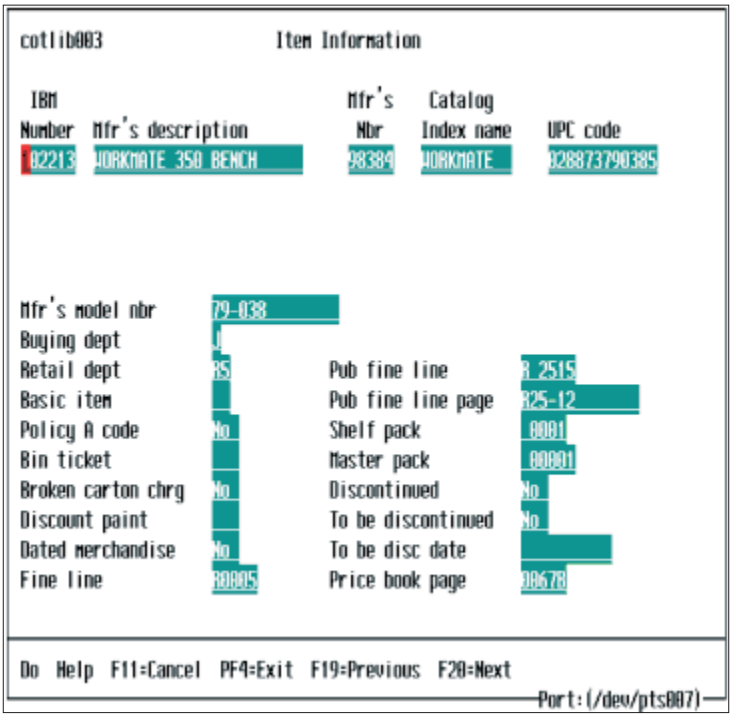
TruServ Item Selection window

Each item and general information about the item appear on one line. The items are sorted first by the field that was used as search criterion, and then by IBM number and WPB page number. The other fields displayed in the TruServ Item Selection window are listed and defined in the table below.

Search Criteria fields in the TruServ Item Selection window

Field	Definition
Buy Dept	A single letter code identifying the TruServ department that buys the item.
Mfr's Description	The manufacturer's description of the item.
Catalog Index Name	The name or category name used to reference the item in the Warehouse Price Book.
Mfr's Number	The identification number that TruServ assigns to their suppliers.
Model Nbr	A number assigned to items by the manufacturer to differentiate one item from another item in a line of items.

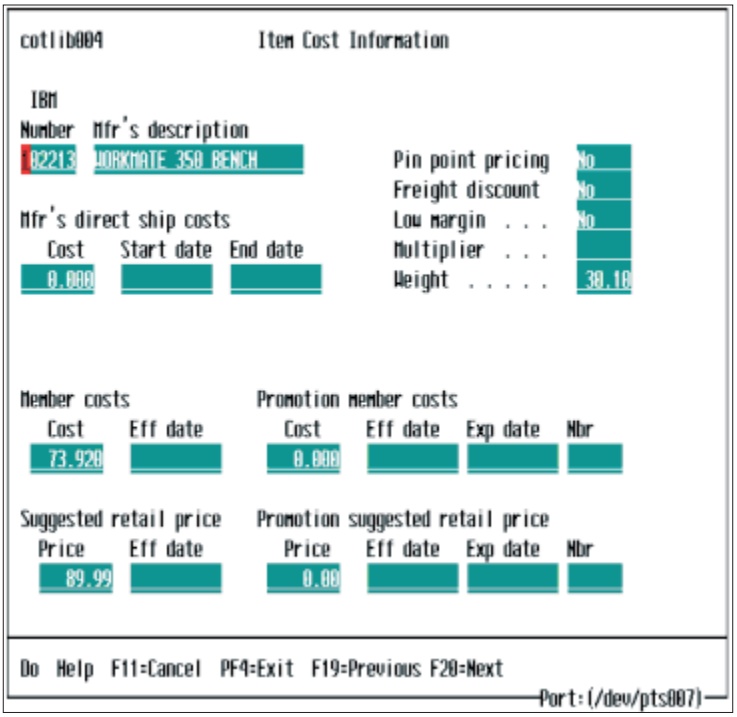
When you select an item to inquire on, the Item Information window opens displaying detailed information about the current item. To view information for a different item, enter its unique, six-digit IBM number in the appropriate field. Or, press **<Next> (F20)** to view the next item in sequence that met the criteria you entered, or press **<Previous> (F19)** to view information for the item that immediately precedes the one currently displayed.



Item Information window

For each item that appears in the Item Information window, data such as the manufacturer's model number, buying department, broken carton charge, and price book page are provided, which you can use to determine whether to order the item. Refer to the documentation you received from TruServ for a definition of each field displayed in the Item Information window.

After viewing the information provided for the desired items, press **<Do>** to inquire on item costs. The Item Cost Information window opens showing detailed cost and pricing data for the item last displayed in the Item Information window. To view cost and pricing information for a different item, enter its unique, six-digit IBM number in the appropriate field. Or, press **<Next> (F20)** to view the next item in sequence that met the criteria you entered or, press **<Previous> (F19)** to view information for the item that immediately precedes the one currently displayed.



Item Cost Information window

For each item that appears in the Item Cost Information window, data such as member cost, promotion cost, suggested retail price, and promotion price are provided, which you can use to determine whether to order an item. Refer to the documentation you received from TruServ for a definition of each field displayed in the Item Cost Information window.

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Chapter 5: Creating Purchase Orders from Orders

Overview

A relationship exists between the Vendor Order Processing and the Customer Sales Processing modules. This relationship is made possible by an interface that provides for the transfer and automatic updating of information between these modules.

The Order to Purchase Order interface allows you to create purchase orders from the customer orders that you enter without having to re-key the information on the purchase order. The order lines on the purchase order are placed in records in the relational database on your ECS Pro system. If you update a cost on the order, it is automatically updated on the purchase order, if one exists. You can create Purchase orders either upon completion of the order or later.

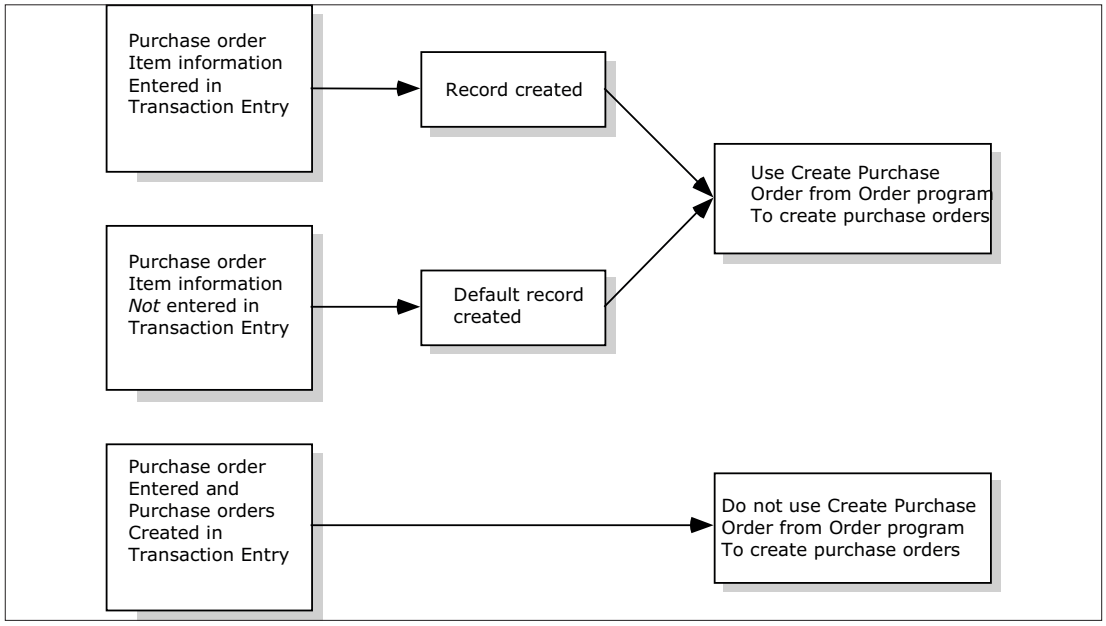
The Create Purchase Order from Order program allows you to create purchase orders from order line information that you enter using the order to purchase order interface. Order line information is available in this program for one of two reasons. Either purchase order item information was entered at the time the order was originally created in the Transaction Entry program, or a default record was created from existing information for the transaction.

Use this program to create purchase orders from the purchase order information that you retain on your system. Refer to the diagram below for an illustration of how you can create purchase orders from purchase order item information.

Only certain types of order lines can automatically be placed on purchase order using this interface. They are classified into groups called line categories:

Nonstock item lines:	Any nonstock item line.
Special order lines:	Any stock item line on a special order, except assembly item lines.
Drop shipment lines:	Any item line on a drop shipment order, including nonstock lines.

Refer to your Customer Sales Entry manual for more information and instructions on how the order to purchase order interface works in the Transaction Entry program.


Purchase order Item information Entered in Transaction Entry
Record created
Use Create Purchase Order from Order program To create purchase orders
Purchase order Item information *Not* entered in Transaction Entry
Default record created
Purchase order Entered and Purchase orders Created in Transaction Entry
Do not use Create Purchase Order from Order program To create purchase orders

When is the Create Purchase Order from Order program used?

Before You Begin to Create Purchase Orders

Before you begin using the order to purchase order interface, you must indicate the line categories that you want to create purchase orders for, as well as when you want the purchase orders created. This is done using the following preferences in the Vendor Order Processing Preferences program.

- Order to PO – nonstock items
- Order to PO – special orders
- Order to PO – drop shipment
- Order to PO – low stock items
- Create PO after order
- Create PO – vendor item option
- Create PO – customer code memo
- Order to PO – order # memo

Information and instructions for setting these preferences are available in your System Preferences Guide.

Purchase Order Creation Procedure

The procedure for creating purchase orders from order information involves the following phases, using the Create Purchase Order from Order program:

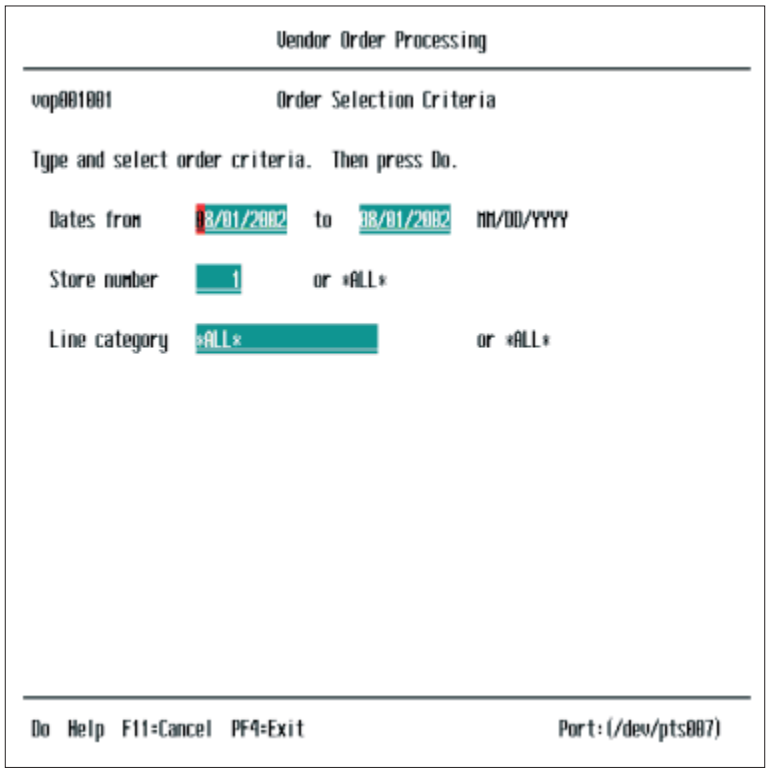
- Choose the criteria for selection of the orders to work with.
- Select the order lines to place on purchase order.
- Display and edit purchase order lines.
- Create purchase orders for the lines you have selected.

After choosing the criteria for selection of the order lines to work with, use one of two procedures for performing the remaining phases of this process. One method is to be very selective in choosing the order lines to place on purchase order from those that display, and then create purchase orders from those lines. Another method is to create a purchase order list that includes all the order lines that meet your criteria, and perform the selection process using that list, omitting the ones you don't want to place on purchase order.

Once purchase orders have been created using this program, you can maintain them in the same manner as any other purchase order on your system.

Order Selection Criteria

The first step in creating purchase orders from previously entered order information is to choose the criteria to use to create the list of order lines you are working with. When you select **Create purchase order from order** from the Vendor Order Processing main menu, the Order Selection Criteria screen displays requiring you to choose criteria, which consists of a specified date range, one or all stores, and one or all line categories.


Vendor Order Processing
vop001001
Order Selection Criteria
Type and select order criteria. Then press Do.
Dates from 03/01/2002 to 08/01/2002 MM/DD/YYYY
Store number 1 or *ALL*
Line category *ALL* or *ALL*
Do Help F11=Cancel PF9=Exit
Port:(/dev/pts007)

Order Selection Criteria screen

Date Range

The date range that is displayed initially on the Order Selection Criteria screen begins and ends with the current system date, or today's date. You can change that date range to whatever you like as long as the to date is later than or equal to the from date. However, in most cases, you are creating purchase orders from order lines that were entered today. You must always enter dates in these fields in the format MM/DD/YYYY.

Store Number

You can choose to create purchase orders for one store or for all stores. To create purchase orders for one store, you must enter a valid store number. If you are not sure of the store number to enter, press **<Prompt> (PF2)** in the **Store number** field to open the Store Selection window and choose one from those listed. To create purchase orders for all stores, enter *ALL*.

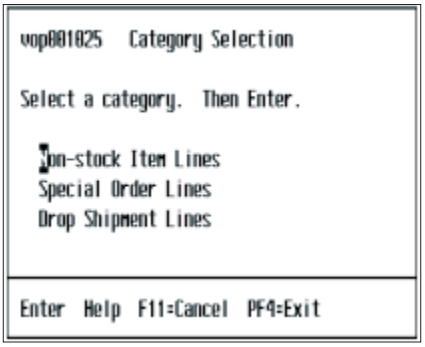
Line Category

Three line categories are available to create purchase orders for using this program. These include only the types of lines that you can use with the order to purchase order interface, which are:

- Nonstock item lines
- Special order lines
- Drop shipment lines

At the **Line category** field, accept the default *ALL*, and create purchase orders for all line categories, or enter one line category to create purchase orders for. If you are not sure of the line category to enter, press **<Prompt> (PF2)** in the Line category field to open the Category Selection window.

Once you have chosen the criteria for selection of the order lines to work with, all order lines that meet the selected criteria display on the Order Line Selection screen, which is discussed in the next section. Depending on the number of order lines that meet the criteria you have chosen, some time may pass before this list is displayed.

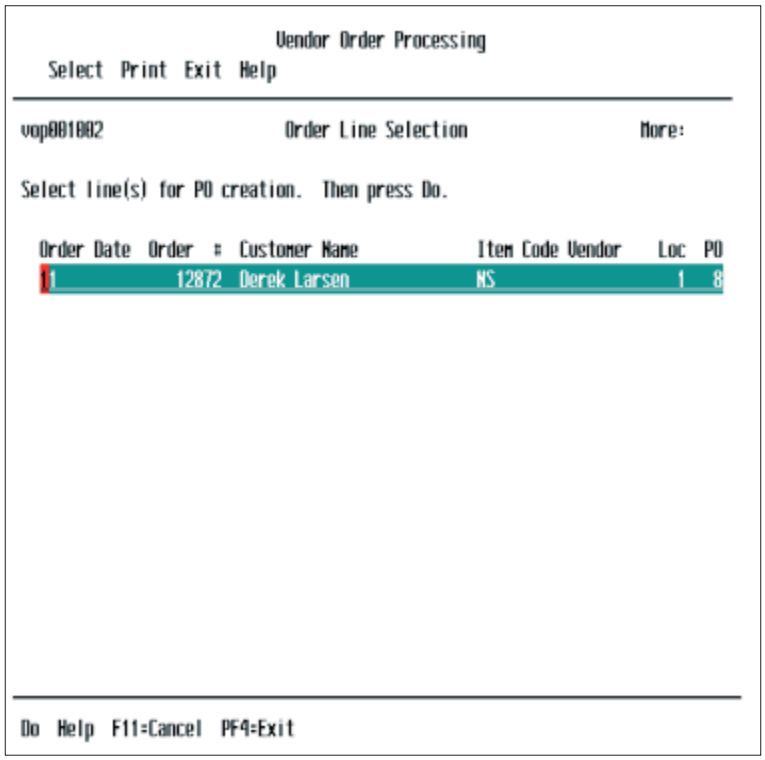


Category Selection window

Order Line Selection

All order lines that meet the criteria you selected on the Order Selection Criteria screen are listed on the Order Line Selection screen, which is displayed upon acceptance of your criteria entries. From this screen, you can select the order lines to place on purchase order, as well as obtain a hard copy of the lines.

The table below lists and defines the information that is displayed about each order line that meets your criteria.


Vendor Order Processing
Select Print Exit Help
vop801002 Order Line Selection More:
Select line(s) for PO creation. Then press Do.
Order Date Order # Customer Name Item Code Vendor Loc PO
1 12872 Derek Larsen NS 1 8
Do Help F11=Cancel PF9=Exit

Order Line Selection screen

Order Line Selection Field Definitions

Column	Definition
Order Date	Date the order was entered using the Transaction Entry program in Customer Sales Entry.
Order#	Number assigned to this order in Order Entry.
Customer Name	Name of the customer this order was built for.

Column	Definition
Item Code	Item code up to eight characters assigned to the item on this line.
Vendor	Code up to 10 characters for the vendor these items are ordered from.
Loc	Number of the location this item is ordered for.
PO	Is this line ready to be placed on purchase order? Possible values are: R (ready, all fields entered) or N (not ready, one or more fields not entered).

Determining Whether an Order Line is Ready for Purchase Order

The **PO column** on the Order Line Selection screen indicates whether the selected line is ready to be placed on purchase order. There are two possible values for this field: R, which means the selected line is ready to be placed on purchase order; and N, which means the selected line is not ready to be placed on purchase order.

Whether an order line is ready or not ready is determined by whether the required purchase order item information has been entered for the selected order line. You can enter purchase order item information for an order line using the Transaction Entry program in the Customer Sales Entry module, or in this, the Create Purchase Order from Order program.

For each line category the order to purchase order preference is enabled for, your company's order preference can be set to ask whether to enter purchase order information in the Transaction Entry program, or to always enter purchase order information in that program.

If your company's preference is set to either one of these, the opportunity exists to enter several pieces of required purchase order item information for the customer order line immediately after it is entered and accepted. If all the required information was entered at that time, that order line is displayed on the Order Line Selection screen as ready for purchase order. However, if not all, or none, of the purchase order item information was entered at that time, the order line is displayed on this screen as not ready for purchase order.

Use the Order Line Selection screen to select any order line that is not ready for purchase order, and enter any missing purchase order item information for that line. Once you have entered all required purchase order information and returned to the Order Line Selection screen, that line is displayed on the screen as ready for purchase order.

Methods of Selecting Order Lines

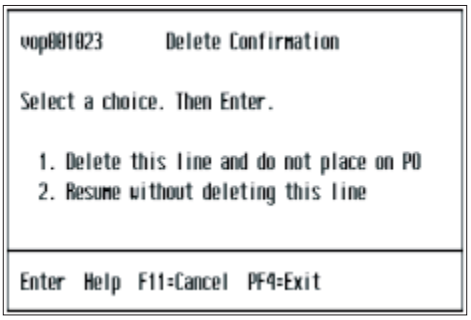
From the order lines on the Order Line Selection screen, select the ones to create purchase orders for. This can be done using one of two methods: selecting all lines that are ready for purchase order at once, or selecting each one individually.

To select all order lines, access the **Select** pull-down menu from the action bar and choose **All lines ready for PO**. When you return to the Order Line Selection screen, all lines that are ready for purchase order are selected. Those order lines that are not ready to be placed on purchase order are not selected.

Also available from the **Select** pull-down menu is **None**. Use this feature to deselect all order lines. When you return to the Order Line Selection screen, any order lines that had been selected are no longer selected.

To select order lines for purchase order individually, for each line that you want to select, move the cursor to the desired order line and press **<Spacebar>**. Also press **<Spacebar>** to deselect an order line that has already been selected for purchase order creation.

If you don't intend to place an item on the purchase order you are creating, you can remove it from the list. Move the cursor to the item to delete, access the Order Line Selection action bar, and choose **Delete order to PO line** from the **Select** pull-down menu. The Delete Confirmation window opens.


vop001023 Delete Confirmation
Select a choice. Then Enter.
1. Delete this line and do not place on PO
2. Resume without deleting this line
Enter Help F11=Cancel PF9=Exit

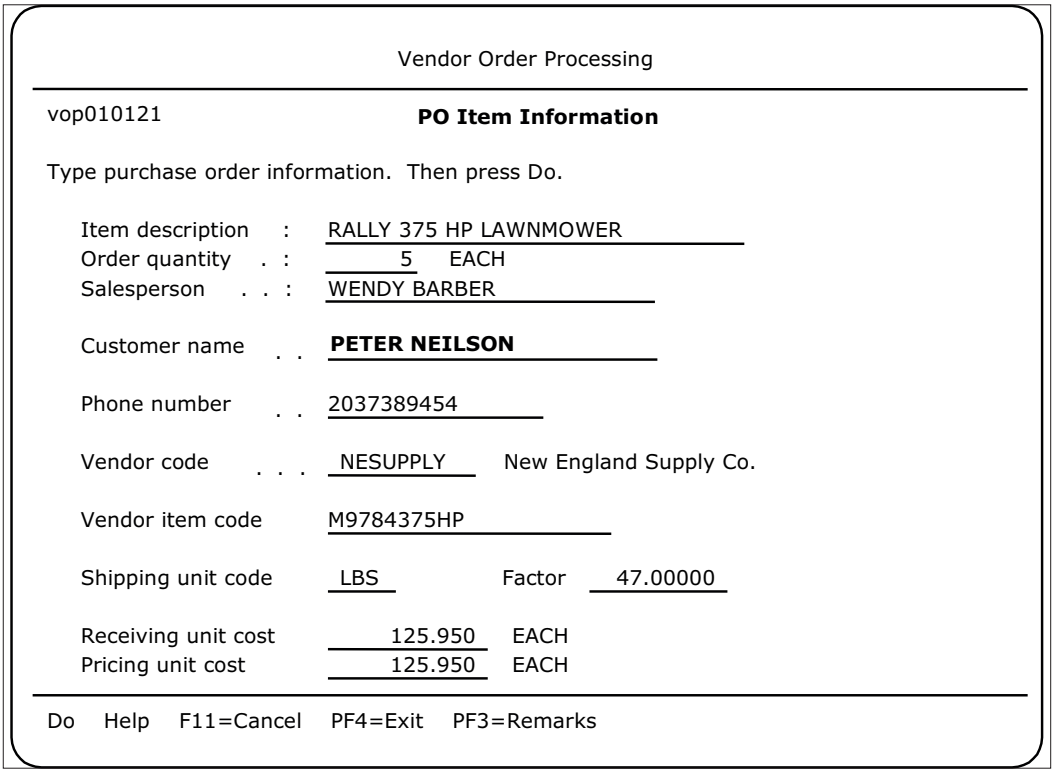
Delete Confirmation window

From this window, select **Delete this line and do not place on PO** if you don't want to order it on the purchase order you are creating. If you decide not to delete the line, select **Resume without deleting this line**. Regardless of your selection, you return to the Order Line Selection screen. However, if you chose to delete the line, it is no longer displayed.

When you are selecting order lines individually, one of two things can happen depending on whether the line you select is ready for purchase order.

If the selected line is ready for purchase order, the Select Confirmation window opens. To select the line for purchase order creation, choose **Select line for PO creation**. To edit purchase order information for the item before selecting it for purchase order creation, select **Edit purchase order information**.

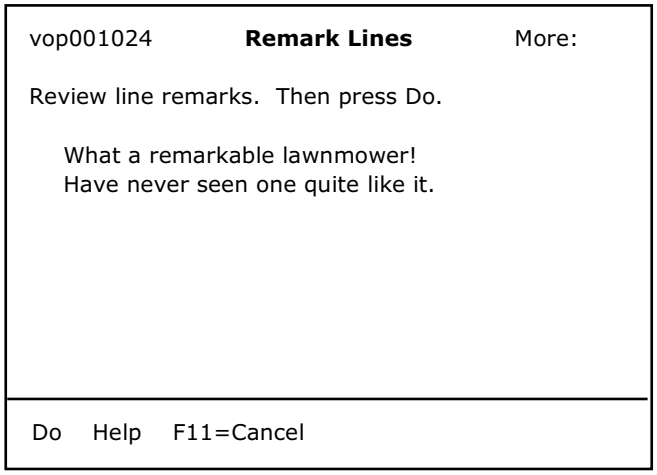
Selecting the line for purchase order creation results in the order line being selected when you return to the Order Line Selection screen. Choosing to edit purchase order item information for the line immediately accesses the PO Item Information screen.


Vendor Order Processing
vop010121
PO Item Information
Type purchase order information. Then press Do.
Item description : RALLY 375 HP LAWNMOWER
Order quantity . : 5 EACH
Salesperson . . : WENDY BARBER
Customer name . . PETER NEILSON
Phone number . . 2037389454
Vendor code . . . NESUPPLY New England Supply Co.
Vendor item code M9784375HP
Shipping unit code LBS Factor 47.00000
Receiving unit cost 125.950 EACH
Pricing unit cost 125.950 EACH
Do Help F11=Cancel PF4=Exit PF3=Remarks

PO Item Information window

If the selected line is not ready for purchase order, the PO Item Information screen is displayed immediately upon pressing **<Spacebar>**, displaying the current values for a number of fields of pertinent purchase order item information. The reason that the line is not ready for purchase order, however, is because one or more pieces of required information has not yet been entered. Enter the required information or modify any of the current values.

To review remarks entered on the order for the item, press **<Remarks> (PF3)** to open the Remark Lines window. After viewing the remarks, press **<Enter>** to close the window and return to the PO Item Information screen.



Remark Lines window

The table below lists the fields on the PO Item Information screen, accompanied by a definition of where the information comes from and acceptable values. Any default information on this screen is determined by the values coded in the item, customer, and item/vendor records on your system.

PO Item Information Screen Field Definitions

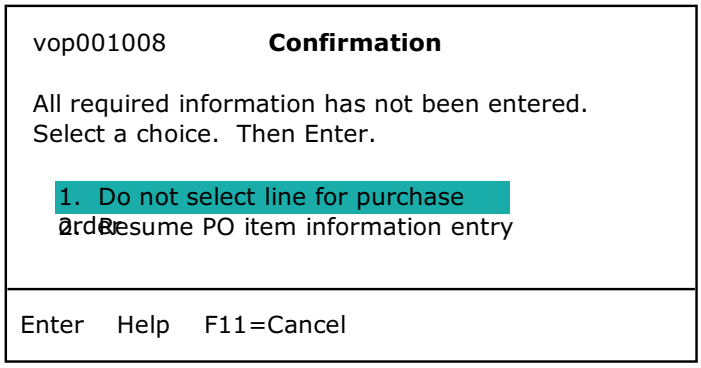
Field	Definition and Acceptable Values
Item description	Description of the item being ordered derived from the item record. This field is for display purposes only and can't be modified.
Order quantity	Quantity of the item ordered, derived from the current order line record. The selling unit of measure is also displayed and is derived from the item record. These fields are for display purposes only and can't be modified.
Salesperson	Name of the salesperson that entered this order, derived from the transaction header record.
Customer name	Name of the customer ordering the item, derived from the customer entered on the Transaction Header screen, or entered by the salesperson during Transaction Entry. Enter up to 24 characters at this field; however, an entry is not required.

Field	Definition and Acceptable Values
Phone number	Telephone number of the customer ordering the item, derived from the record of the customer entered on the Transaction Header screen, or entered by the salesperson during Transaction Entry. Enter up to 15 characters at this field; however, an entry is not required.
Vendor code	Code assigned to the primary vendor for the item being ordered, derived from the item/vendor record, or entered by the salesperson during Transaction Entry. You must enter an existing vendor code up to 10 characters at this field. The vendor name corresponding to the code is displayed automatically, and can't be modified. If you are unsure of the vendor code to enter, press **<Prompt> (PF2)** to perform a vendor lookup.
Vendor item code	Item code assigned by the vendor to the item being ordered, derived from the item/vendor record, or entered by the salesperson during Transaction Entry. You must enter a vendor item code up to 20 characters at this field.
Shipping unit code	Code for the unit of measure in which this item is shipped, derived from the item/vendor record, or entered by the salesperson during Transaction Entry. Enter a shipping unit code up to four characters at this field.
Factor	Factor used to translate the quantity of this item from stocking unit of measure to shipping unit measure, derived from the item/vendor record, or entered by the salesperson during Transaction Entry. Enter a shipping unit factor up to nine digits, including five decimal places, at this field.
Receiving unit cost	Receiving unit cost of the item being ordered, derived from the item/vendor record, or entered by the salesperson during Transaction Entry. This is the cost for this item charged by your vendor. Enter up to nine digits, including three decimal places, at this field; however, an entry is not required. The value in the Pricing unit cost field is calculated, using the receiving unit factor, based on the amount entered at this field. The unit of measure in which this item was received is also displayed and is derived from the item/vendor record for this item and can't be modified.

Field	Definition and Acceptable Values
Pricing unit cost	Pricing unit cost of the item being ordered derived from the item/vendor record. This is the cost of this item in pricing unit of measure. Enter up to nine digits, including three decimal places, at this field; however, an entry is not required. The value in the Receiving unit cost field is calculated, using the receiving unit factor, based on the amount entered at this field. The unit of measure in which this item is priced is also displayed and is derived from the item/vendor record and can't be modified.

If a vendor code has been entered on the PO Item Information screen, the order line is considered ready for purchase order and is displayed as selected when you return to the Order Line Selection screen. The **Vendor code** field on this screen requires an entry before a purchase order can be created.

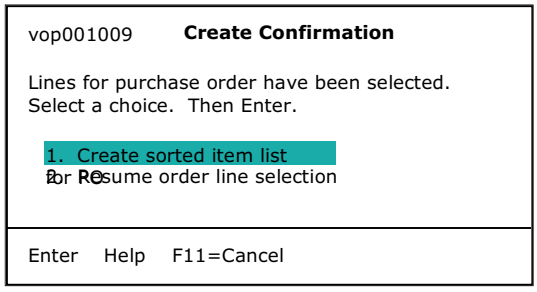
If a vendor code has not been entered on the PO Item Information screen, the Confirmation window opens alerting you that the required information has not been entered, and allowing you to choose whether to select the line for purchase order.



Confirmation window (incomplete POs)

Select **Do not select line for purchase order** to return to the Order Line Selection screen without selecting this line for purchase order. To return to the PO Item Information screen to enter the missing information, choose **Resume PO item information entry**.

When you have selected all order lines to place on purchase order, you may create a sorted list of the lines selected for purchase order and continue with the process of creating purchase orders, or return to the Order Line Selection screen to continue the selection process. Choose the appropriate choice from the Create Confirmation window, which opens upon acceptance of the selected order lines.



Create Confirmation window

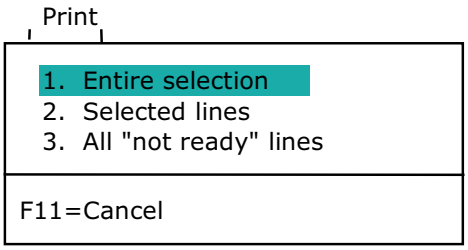
Select **Create sorted item list for PO** to create a sorted item list of the selected lines. To return to the Order Line Selection screen to select or deselect additional lines, choose **Resume order line selection**. Refer to the section later in this chapter, "Listing And Modifying Purchase Order Lines."

Order Line Selection Reports

Use the Create Purchase Order from Order program to print the order lines that have been selected based on your order selection criteria. You are provided three different options for printing the order lines and can print any one of the following:

- All the order lines on the Order Line Selection screen.
- Only those order lines that are selected for purchase order.
- Only those order lines that are not ready to be placed on purchase order.

Your printing choice is made from the **Print** pull-down menu, which is available from the Order Line Selection action bar. When you choose the type of report to print, the Print Selector opens, and the information is printed to your specifications. Refer to your ECS Pro User's Guide for information and instructions on using the Print Selector. The figure below is a sample of printing the entire selection. Notice that this report is divided into two portions.



Print pull-down menu

The first portion of this report includes all the lines listed on the Order Line Selection screen that are ready for purchase order. These lines are listed as if they were already arranged into purchase orders. The purchase order line is listed and beneath it are all the order lines it is consolidated from. For more information about how purchase order lines are determined, refer to the later section, "How are Purchase Order Lines Determined?."

The second portion of this report lists all the order lines that are not ready for purchase order. These are listed as order lines, since not all the purchase order information has been entered to allow the arrangement of these lines into purchase order lines.

The table below lists and defines the information contained on a printout of the Order Line Selection screen.

06/02/2001 — Order to PO Selection Report — Page 1
OAKWOOD LUMBER
06/02/2001 - 06/02/2001
Ready for PO

Seq #	Vendor / Cust Name	LOC	Item Code	Vndr Item Code	Sprs	Order #	Ship Code	Pkg Qty / Ship Factor	Ord Qty	Cost
1	MISC1	2	BVANITY	VAN675				1	1	106.590
	AGATHA GRUMBY				1	39802	EACH	1.00	1	106.590
2	HARBRO	1	RALLY75	LM759783				1	2	125.890
	CHARLES FLETCHER				3	39789	EACH	1.00	1	125.890
	SAMANTHA CLARK				3	39715	EACH	1.00	1	125.890
2	NESUPPLY	1	MELDRILL	ED93452				1	4	54.950
	CONLEY CONSTRUCTION				3	39704	EACH	1.00	2	54.950
	PETER NEILSON				2	39710	EACH	1.00	1	54.950
	SUSAN MITCHELL				2	39763	EACH	1.00	1	54.950

06/02/2001 — Order to PO Selection Report — Page 2
OAKWOOD LUMBER
06/02/2001 - 06/02/2001
Not Ready for PO

Seq #	Vendor / Cust Name	LOC	Item Code	Vndr Item Code	Sprs	Order #	Ship Code	Pkg Qty / Ship Factor	Ord Qty	Cost
	AMSUPPLY	1	JACKHAM	73927FH				1	1	454.740
	CONLEY CONSTRUCTION				3	39704	EACH	1.00	1	454.740
	YNGGRD	2	20LBPEAT	PM20LB				1	20	10.900
	PETER NEILSON				2	39710	EACH	1.00	20	10.900
	YNGGRD	2	20LBPEAT	PM20LB				1	10	10.900
	RICHARD HENDERSON				2	39824	EACH	1.00	30	10.900

Sample Printout of Entire Order Selection

Printing a hard copy of only the selected lines provides you with a report of only those order lines you are creating purchase orders for. Printing a report of all order lines that are not yet ready for purchase order provides you with a list of those order lines that require additional information before creating purchase orders.

No matter which printing choice you select, the information that prints for the selected order lines is the same as that on the Order Line Selection screen. A report of only the selected lines looks just like the first portion of the report of the entire selection. A report of only the not ready lines looks just like the second portion of the report of the entire selection.

Order Line Selection Field Definitions

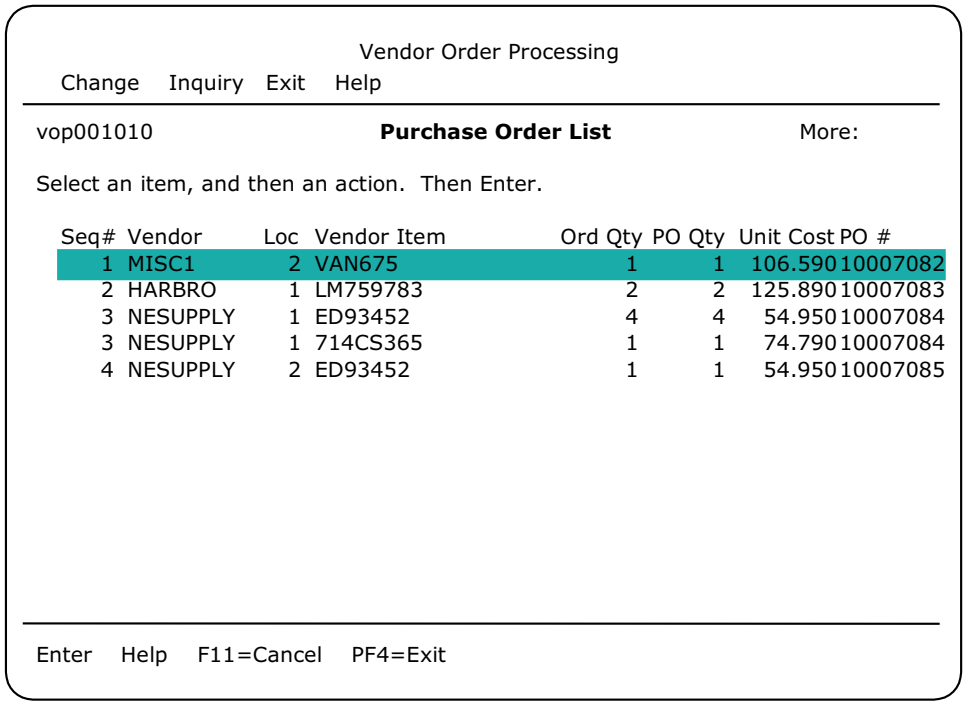
Column	Definition
Seq #	Sequential counter assigned to the purchase order on which this order line is included. All purchase order lines that are on the same purchase order have the same sequence number. (In the second portion of this report, the unselected order lines are not assigned a sequence number, since they have not yet been organized into purchase order lines.)
Vendor	Code assigned to the vendor from whom this item is purchased; if not entered, no vendor id displayed.
LOC	Number of the location this item is being ordered for.
Item Code	Item code assigned to this item in Primary File Administration.
Vndr Item Code	Item code for this item assigned by the vendor.
Pkg Qty	Vendor's package quantity for this item, derived from the item/vendor record; if not entered or no vendor, no value is displayed.
Ord Qty	Purchase order quantity of this item.
Cost	Unit cost of this item for you from the vendor.
Cust Name	Name of the customer who has ordered this item.
Sprs	Number assigned to the salesperson that entered this customer order.
Order #	Order number of this customer order assigned during Transaction Entry.
Ship Code	Unit of measure in which this item is shipped.

Column	Definition
Ship Factor	Shipping unit factor for this item.
Ord Qty	Quantity of this item ordered by the customer.
Cost	Unit cost of this item entered on the customer order.

Listing and Modifying Purchase Order Lines

Once you have selected all the order lines to place on purchase order and accepted your entries, a sorted list of the lines is created and is displayed on the Purchase Order List screen. The lines that are displayed on this screen are the actual purchase order lines that are placed on purchase order. The table below lists and defines the information that is displayed on this screen for each purchase order line.

You can accept all the lines listed on the Purchase Order List screen and purchase orders are created for them. This would be the next step in the procedure for creating purchase orders from customer orders. However, you may want to edit some of the information on these lines, or even omit some of the lines from the purchase order list. Or, you may want to view the information about each order line before creating the purchase order. The features on the Purchase Order List action bar allow you to perform these tasks and are discussed later in this chapter.


Vendor Order Processing
Change Inquiry Exit Help
vop001010
Purchase Order List
More:
Select an item, and then an action. Then Enter.
Seq# Vendor Loc Vendor Item Ord Qty PO Qty Unit Cost PO #
1 MISC1 2 VAN675 1 1 106.590 10007082
2 HARBRO 1 LM759783 2 2 125.890 10007083
3 NESUPPLY 1 ED93452 4 4 54.950 10007084
3 NESUPPLY 1 714CS365 1 1 74.790 10007084
4 NESUPPLY 2 ED93452 1 1 54.950 10007085
Enter Help F11=Cancel PF4=Exit

Purchase Order List screen

Purchase Order List Column Definitions

Column	Definition
Seq #	Sequential counter assigned to this purchase order by the program.
Vendor	Code of the vendor this item is purchased from.
Loc	Number of the location this item is being purchased for.
Vendor item	Vendor's item code assigned to this item.
Ord Qty	Quantity of this item entered on the original orders.

Column	Definition
PO Qty	Quantity of this item currently to be placed on purchase order.
Unit cost	Vendor's cost for this item per unit.
PO #	Number of the purchase order this item is placed on; assigned in this program using the Assign PO Number feature.

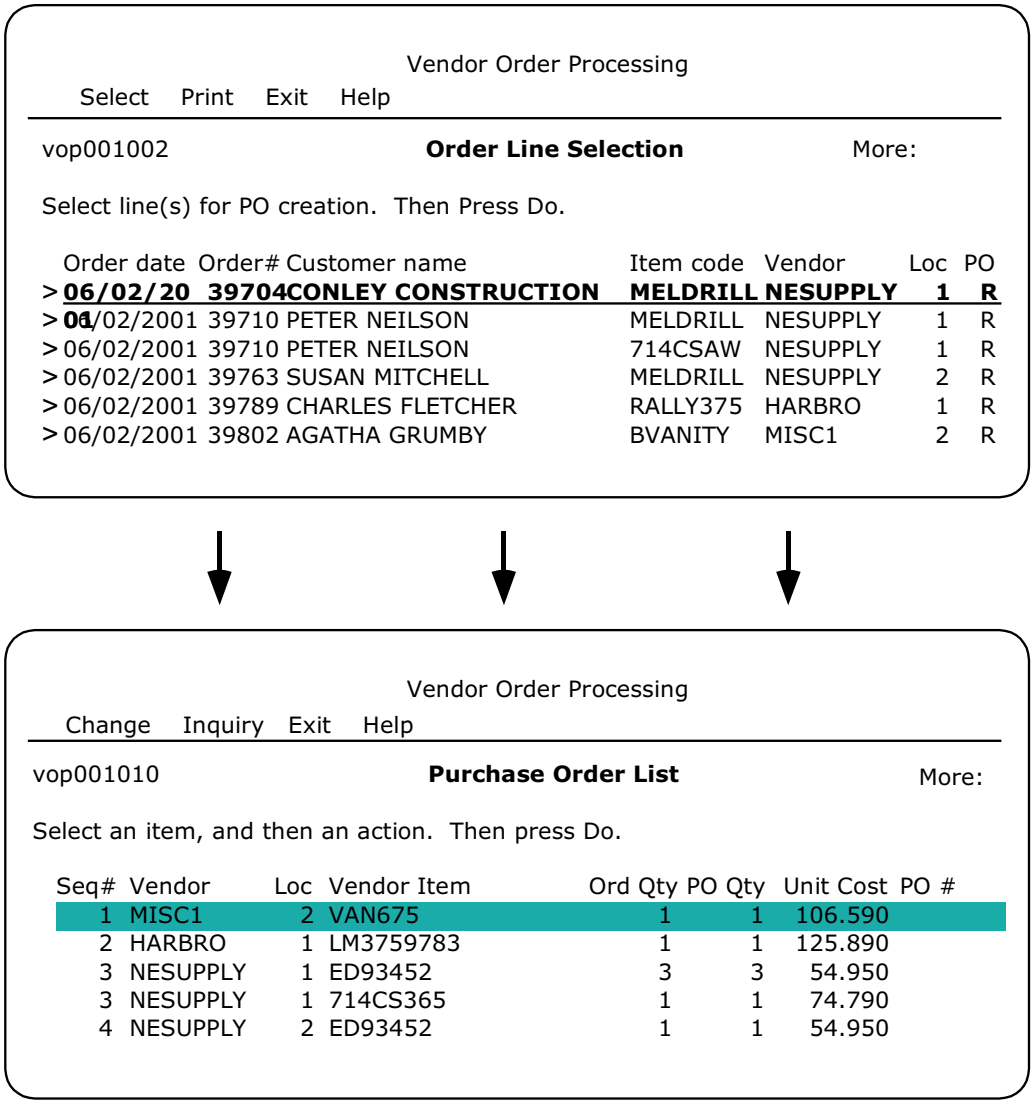
How are Purchase Order Lines Determined?

Purchase order lines are organized and created by sorting the selected customer order lines into a particular arrangement. All order lines being purchased from the same vendor for the same warehouse are placed together on the same purchase order. Items that are being ordered from different vendors and/or different locations are placed on separate purchase orders. In addition, all order lines containing the same item are consolidated into one purchase order line, the purchase order quantity being equal to the sum of all quantities ordered. All purchase order lines to be placed on the same purchase order are assigned the same sequence number by the Create Purchase Order from Order program.

For example, assume you have selected several order lines to place on purchase order. Three of those order lines are for a particular electric drill: an order for two at location 1, an order for one at location 1, and an order for one at location 2. When all the selected order lines are organized into purchase order lines, two of these order lines are combined into one purchase order line with a purchase order quantity of 3, while the other order line is placed on another purchase order line, since it is for a different location.

Let's also assume that among the order lines to be placed on purchase order is one for a particular model of circular saw, to be purchased from the same vendor as that from whom the electric drills are purchased. Upon arrangement of all selected order lines into purchase order lines, that line is placed on the same purchase order as the electric drills.

The diagram below may better illustrate the previously described scenario. The order lines selected for purchase order on the Order Line Selection screen become the purchase order lines on the Purchase Order List screen in this figure.


Vendor Order Processing
Select Print Exit Help
vop001002
Order Line Selection
More:
Select line(s) for PO creation. Then Press Do.
Order date Order# Customer name Item code Vendor Loc PO
> 06/02/20 39704 CONLEY CONSTRUCTION MELDRILL NESUPPLY 1 R
> 06/02/2001 39710 PETER NEILSON MELDRILL NESUPPLY 1 R
> 06/02/2001 39710 PETER NEILSON 714CSAW NESUPPLY 1 R
> 06/02/2001 39763 SUSAN MITCHELL MELDRILL NESUPPLY 2 R
> 06/02/2001 39789 CHARLES FLETCHER RALLY375 HARBRO 1 R
> 06/02/2001 39802 AGATHA GRUMBY BVANITY MISC1 2 R
Vendor Order Processing
Change Inquiry Exit Help
vop001010
Purchase Order List
More:
Select an item, and then an action. Then press Do.
Seq# Vendor Loc Vendor Item Ord Qty PO Qty Unit Cost PO #
1 MISC1 2 VAN675 1 1 106.590
2 HARBRO 1 LM3759783 1 1 125.890
3 NESUPPLY 1 ED93452 3 3 54.950
3 NESUPPLY 1 714CS365 1 1 74.790
4 NESUPPLY 2 ED93452 1 1 54.950

Order Lines Selected and Resulting PO Lines

Drop shipment order lines are always treated separately from special order lines and nonstock item lines. Since each drop shipment order is to be shipped to a specified customer, these order lines can't be combined with other order lines for the same items, nor can they be placed on the same purchase order with other items purchased from the same vendor. Therefore, order lines from drop shipment orders are always placed on their own purchase order. Items on one drop shipment order that are purchased from the same vendor, however, are still placed on the same purchase order. Repeat items on a single drop shipment order are also combined into one purchase order line.

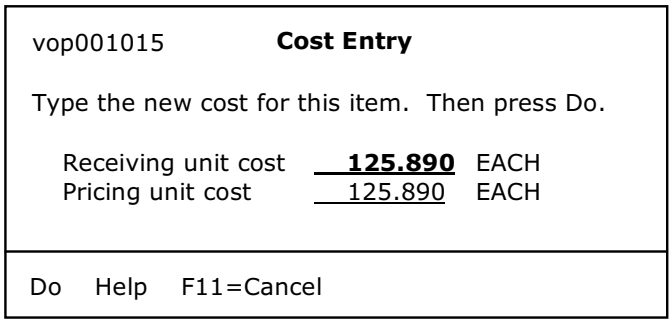
Purchase Order Line Change Features

To edit information for a purchase order line, or omit a purchase order line from the purchase order list, use the features available on the **Change** pull-down menu. You must select the line to work with from those that display prior to accessing one of these features. Using these features, you can perform any of the following for the selected order line:

- Modify the costs of the item on this line.
- Purchase more than the quantity originally ordered.
- Purchase less than the quantity originally ordered.
- Assign a purchase order number to this purchase order.
- Omit this line from the list of lines for purchase order.

Modify Cost Feature

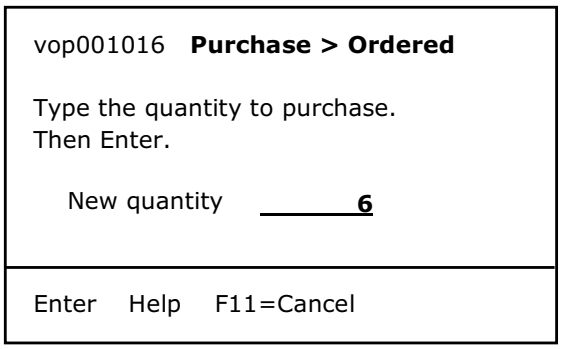
Use the Modify Cost feature to change the unit cost of the item being purchased. When modifying cost, enter receiving unit cost or pricing unit cost. These two costs are related and changing one of them causes the other to be recalculated based on the receiving unit factor for the selected item. When you access this feature, the Cost Entry window opens displaying the current receiving and pricing unit costs for the selected item. You may modify either of these costs. However, you can't manually modify both, since an entry at either of these fields causes the other to be recalculated. Up to nine digits, including three decimal places may be entered for both receiving unit and pricing unit costs.



Cost Entry window

Purchase > Ordered Feature

Use the Purchase Greater Than Ordered feature to purchase more of a selected item than was originally ordered. This is useful if the item you are purchasing is ordered quite often, or if the vendor requires a specific minimum order. For example, you may not normally stock many lawn mowers, but several orders are usually placed for them during the spring. In anticipation of additional orders for this item, you may want to order more than the quantity desired by one customer, and keep some in stock. When you access this feature, the Purchase > Ordered window opens. You need only enter the new quantity, up to six digits, to purchase for the selected item.



Purchase > Ordered window

You can use this feature to change the quantity on the same purchase order line more than once, as long as the new quantity you enter each time is greater than or equal to the quantity of the original order. This does not mean that the new quantity you enter must necessarily be greater than the current purchase order quantity. You may enter a new quantity to purchase that is less than the current purchase order quantity, but it must still be greater than or equal to the original order quantity.

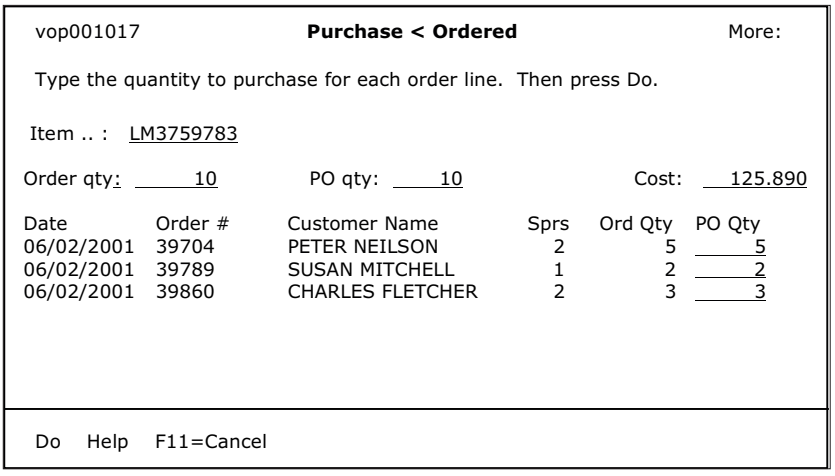
For example, assume that an original order has been entered for 15 bags of peat moss. Since you anticipate several orders for peat moss in the next week, you use the Purchase > Ordered feature to increase the purchase order quantity to 50 bags. However, upon further thought, you decide you really don't need to purchase 50 bags; 40 bags is enough. Use this feature again to enter a new purchase order quantity of 40, which is less than the quantity of 50 entered earlier, but still greater than the original order quantity of 15.

Purchase < Ordered Feature

Use the Purchase Less Than Ordered feature to purchase less of a selected item than was originally ordered. You may decide to purchase less of an item than was originally ordered if, for instance, you know that a purchase order was previously entered for this item. When you enter a quantity lower than the original order quantity for a purchase order line representing more than one order, remember that the new quantity will not cover all the orders. Use this feature to indicate the quantities to order, or partially order, for each order line.

For example, assume the purchase order line for which you are entering a lower quantity is consolidated from three order lines for the same item: one for five, one for two, and one for three. Use this feature to lower the purchase order quantity from the original total quantity of 10 to a new quantity of five because you are currently awaiting a small delivery of this item via a previously entered purchase order. You must decide whom to purchase this item for. This is purely a judgment call depending on the customers involved and when you expect to receive this order as well as the previously entered purchase order.

When you access this feature, the Purchase < Ordered window opens displaying information about the selected purchase order line, and lists the customer orders this purchase order line was consolidated from.


vop001017 **Purchase < Ordered** More:

Type the quantity to purchase for each order line. Then press Do.

Item .. : LM3759783

Order qty: 10 PO qty: 10 Cost: 125.890

Date	Order #	Customer Name	Sprs	Ord Qty	PO Qty
06/02/2001	39704	PETER NEILSON	2	5	5
06/02/2001	39789	SUSAN MITCHELL	1	2	2
06/02/2001	39860	CHARLES FLETCHER	2	3	3

Do Help F11=Cancel

Purchase < Ordered window

The first table below lists and defines the information that is displayed about the selected purchase order line, while the second table lists and defines the information that is displayed for each order line for the selected item.

Purchase Order Line Information Field Definitions

Field	Definition
Item	Vendor's item code for the selected item.
Order qty	Total quantity originally ordered of the selected item, which is the sum of the quantities of all order lines for the item.
PO qty	Current quantity of the selected item to be placed on purchase order.
Cost	Unit cost of the selected item.

Order Line Information Column Definitions

Column	Definition
Date	Date the original order for this item was created.
Order#	Number assigned to this order for this item during Transaction Entry.
Customer Name	Name of the customer ordering this item.
Sprs	Number of the salesperson that entered the order for this item in Transaction Entry.
Ord Qty	Quantity of this item ordered for this customer.
PO Qty	Current quantity of this item to be placed on purchase order for this customer.

The default purchase order quantity originally displayed in this window for each order is the same quantity as originally ordered for this customer. Enter the new, lower, quantity of this item to purchase for the appropriate customers. For instance, in our previous example, assume you decided to purchase for the customers who ordered two and three of the item, and not to the one customer who ordered five. In the Purchase < Ordered window, you make no entries in the **PO Qty** field for the two customers who ordered two and three, but you enter 0 at this field for the customer who ordered five. This changes the total quantity to be purchased to five.

You can use this feature to change the quantity on the same purchase order line more than once, as long as the new quantity you enter each time is less than or equal to the quantity of the original order. This does not mean that the new quantity you enter must necessarily be less than the current purchase order quantity. You may enter a new quantity to purchase that is more than the current purchase order quantity, but it must still be less than or equal to the original order quantity.

For example, assume that an original order has been entered for 50 bags of peat moss. Since you know you have some bags in your warehouse and you are awaiting the delivery of an order, you use the Purchase < Ordered feature to decrease the order to 20 bags. However, you later decide to increase the order to 40 bags in anticipation of high demand. Use this feature again to enter a new purchase order quantity of 40, which is more than the quantity of 20 entered earlier, but still less than the original order quantity of 50.

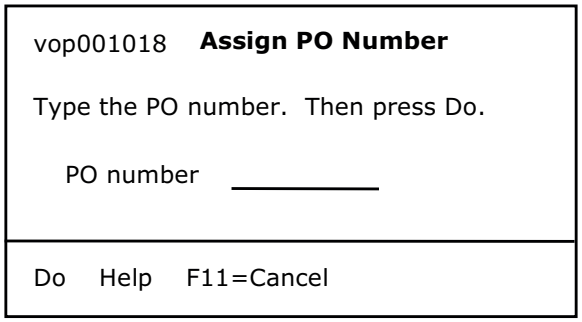
Assign PO Number Feature

Use the Assign PO Number feature to assign a purchase order number to the selected purchase order line and any other line with the same sequence number. The sequence number that is displayed on the Purchase Order List screen is a sequential number assigned to each purchase order line by the Create Purchase Order from Order program. This is the way purchase order lines are grouped for placement on the same purchase order. All purchase order lines for the same vendor are assigned the same sequence number. For example, assume that the first vendor number for which any purchase orders are being created is vendor ABC, and there are three purchase order lines for this vendor. These three purchase order lines are listed first on the Purchase Order List screen, and all are assigned a sequence number of 1 (one).

Purchase order lines with the same sequence number are placed on the same purchase order when purchase orders are created. Therefore, when you assign a purchase order number to one purchase order line, all other purchase order lines with the same sequence number are automatically assigned that same purchase order number. Using the above example of three purchase order lines for vendor ABC, we know that the sequence number for each of these three lines is 1 (one). When we choose any one of these three purchase order lines and assign purchase order number 6712 to it, the other two purchase order lines with a sequence number of 1 are also assigned purchase order number 6712. Upon return to the Purchase Order List screen, this purchase order number is displayed for each of these three purchase order lines.

Important: Use caution when assigning purchase order numbers. Other users may be assigning numbers to purchase orders at the same time.

When you access this feature, the Assign PO Number window opens. You need only enter the purchase order number, up to 15 characters, to assign to the selected line.



Assign PO Number window

Omit Item Feature

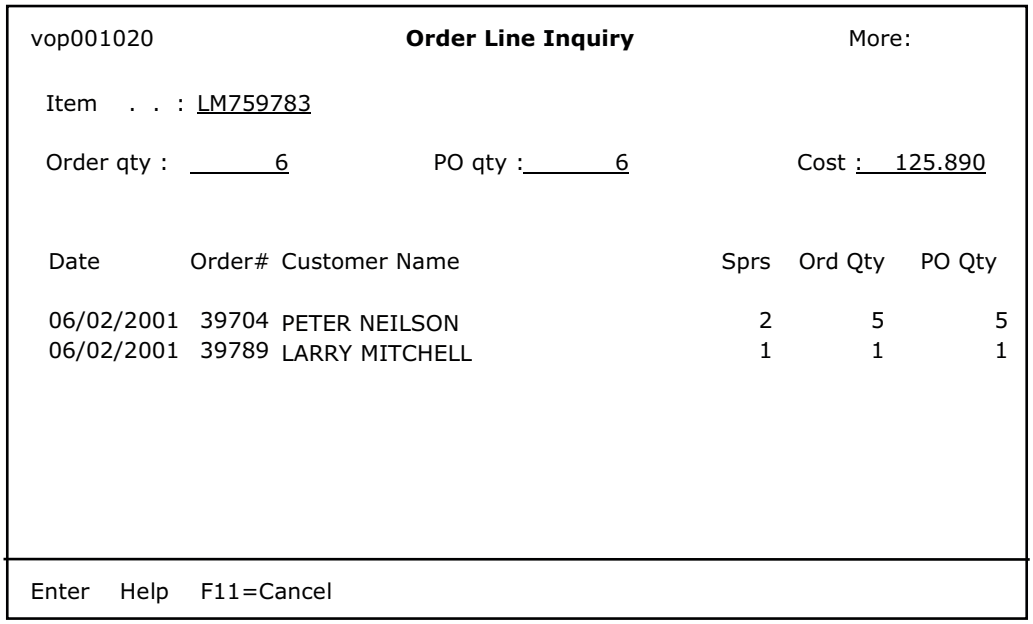
Use the Omit Item feature to omit purchase order lines from the purchase order list. This feature is beneficial if, after choosing your order selection criteria, selecting the desired lines, and creating your purchase order list, there are still items that you don't want to place on purchase order. For example, assume you have chosen all the Ready lines for purchase order creation. After sorting the lines by vendor, you notice that only one item is to be purchased from a particular vendor. You may decide to omit this line and wait until you have additional lines to be purchased from that vendor.

When a purchase order line is omitted using this feature, it is not deleted. The order records the purchase order line was derived from remain on your system, and the item can be placed on a different purchase order later. To use this feature, select **Omit Item** from the **Change** pull-down menu after selecting the purchase order line to omit. The selected line is automatically erased from the list.

Order Line Inquiry

An Order Line Inquiry is available in the Create Purchase Order from Order program, allowing you to view information about a purchase order line and the orders it originated from before actually creating the purchase order. It opens by selecting the Order Details option from the **Inquiry** pull-down menu. To use this option, you must first select the purchase order line to inquire on.

When you select **Order details...** from the **Inquiry** pull-down menu on the Purchase Order List screen, the Order Line Inquiry window opens displaying information about the selected purchase order line, and lists the order lines this purchase order line was consolidated from. Remember that when multiple order lines for the same item have been selected, the resulting purchase order line becomes a consolidation of those lines, and the purchase order quantity is equal to the sum of all three order quantities.


vop001020
Order Line Inquiry
More:
Item . . : LM759783
Order qty : 6
PO qty : 6
Cost : 125.890
Date Order# Customer Name Sprs Ord Qty PO Qty
06/02/2001 39704 PETER NEILSON 2 5 5
06/02/2001 39789 LARRY MITCHELL 1 1 1
Enter Help F11=Cancel

Order Line Inquiry window

The first table below lists and defines the information that is displayed about the selected purchase order line, while the second table lists and defines the information that is displayed for each order line for the selected item.

Purchase Order Line Information Field Definitions

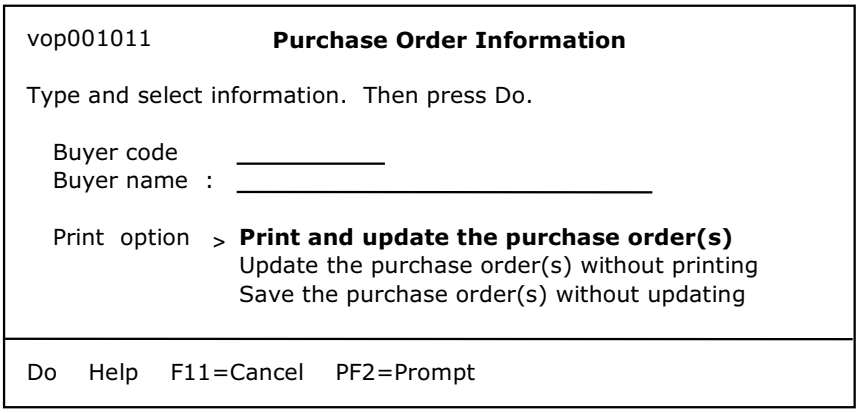
Field	Definition
Item	Vendor's item code for the selected item.
Order qty	Total quantity originally ordered of the selected item, which is the sum of the quantities of all order lines for the item.
PO qty	Current quantity of the selected item to be placed on purchase order.
Cost	Unit cost of the selected item used on purchase order.

Order Information Column Definitions

Column	Definition
Date	Date the original order for this item was created.
Order#	Number assigned to this order for this item during Transaction Entry.
Customer Name	Name of the customer ordering this item.
Sprs	Number of the salesperson that entered the order for this item in Transaction Entry.
Ord Qty	Quantity of this item ordered for this customer.
PO Qty	Current quantity of this item to be placed on purchase order for this customer.

Purchase Order Creation

Before purchase orders are created, you have the opportunity to indicate whether to print and/or update these purchase orders. When you accept the purchase order list, the Purchase Order Information window opens requiring you to enter the code of the buyer responsible for the resulting purchase orders, and select a print option.


vop001011
Purchase Order Information
Type and select information. Then press Do.
Buyer code
Buyer name :
Print option >
Print and update the purchase order(s)
Update the purchase order(s) without printing
Save the purchase order(s) without updating
Do Help F11=Cancel PF2=Prompt

Purchase Order Information window

Buyer Code and Buyer Name

Enter your buyer code or the code of the buyer responsible for the purchase orders being created in the **Buyer code** field. This must be an existing code up to 10 characters previously established on your system using the Buyer Maintenance program in Primary File Administration. The corresponding buyer name is displayed. If you are unsure of the buyer code to enter, press **<Prompt> (PF2)** to open the Buyer Selection window and choose one from those listed.

Print Option

The print option allows you to choose whether to print, update or save the purchase orders being created.

Choose **Print and update the purchase orders** to update your records with the information on the purchase orders and print a hard copy of each one. Depending on the types of orders the purchase orders are being created from, the Special Order Printer Entry and/or the Drop Ship Printer Entry window opens when you accept this window. Refer to the next section "Printer Entry" for more information.

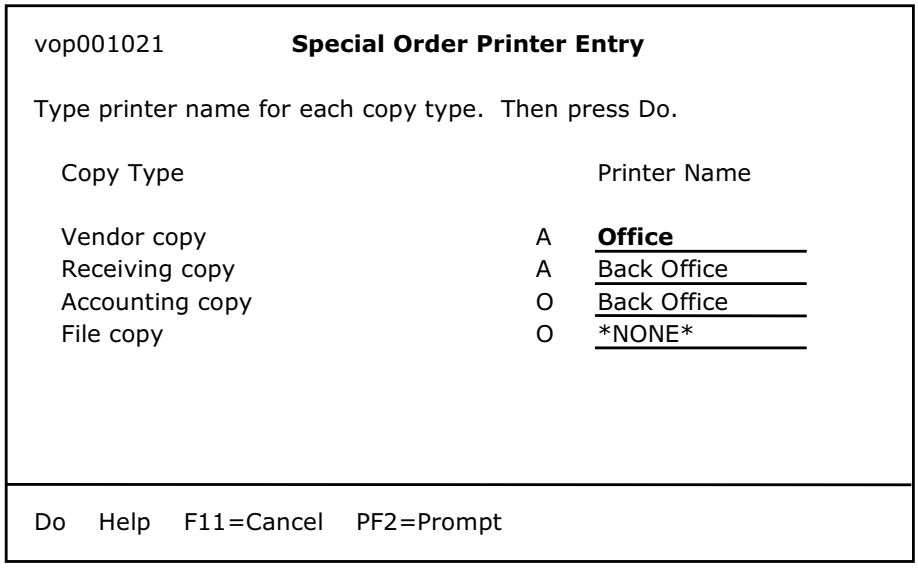
To update the information on the purchase orders in your records, without printing a hard copy, select **Update the purchase orders without printing**. The purchase orders are created, the information is updated in the appropriate records, and the cursor returns to the Vendor Order Processing Main Menu. However, the purchase orders are not printed. If you choose not to print the purchase orders now, you can print them later using the Reprint Current Purchase Order feature of the Purchase Order Entry program.

Select **Save the purchase orders without updating** if you don't want to update your records with the information from the purchase orders, but you do want to save this information. The purchase order information is saved on your system, and the cursor returns to the Vendor Order Processing Main Menu. This option allows you to use the Purchase Order Entry program to add to the purchase order later, or edit the existing information.

Printer Entry

If you choose to print the purchase orders created using the order to purchase order interface, you must indicate the printers each copy should be printed on. Several different copies can be established to print for each purchase order type using the PO Copy Type Preferences program. In addition, a specific printer can be indicated as the default printer on which each copy type is to print using the PO Printer by Session Preferences program. The Create Purchase Orders from Orders program allows you to temporarily change the printer to use for one or more of these copies for the current purchase orders only. Refer to Chapter 12 for information and instructions on the PO Copy Type Preferences program. The PO Printer by Session Preferences program is discussed in your System Manager's Guide.

Upon selecting **Print and update the purchase orders** for your print option in the Purchase Order Information window, either the Special Order Printer Entry or the Drop Ship Printer Entry window opens, depending on the types of orders you have accepted for purchase order. If you have accepted both special orders and drop shipment orders for purchase order, both of these windows open. The Special Order Printer Entry window opens first, and upon its acceptance, the Drop Ship Printer Entry window opens. The fields in both windows are identical, but the Special Order Printer Entry window displays the copy types that have been established for special purchase orders, and the Drop Ship Printer Entry window displays the copy types that have been established for drop ship purchase orders. The Special Order Printer Entry window displays the copy types with print settings of A (always print) or O (optional to print). The default printer to which each copy is to print is also displayed in this window.

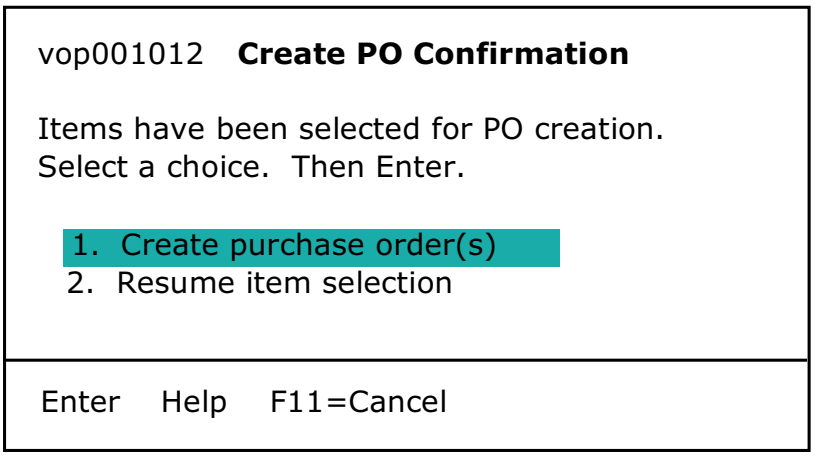


Special Order Printer Entry window

For each copy type, enter a different printer for the purchase orders to print on, or remove the printer name and choose not to print a copy type. Press **<Enter>** to move from field to field. If you are unsure of a printer name to enter, press **<Prompt> (PF2)** to open the Printer Selection window and choose one from the list. You must enter a printer name for those copy types with a print setting of A, since these copy types must always be printed. However, you are not required to print copy types with a print setting of O. If you don't want to print one of these copy types, enter *NONE* in the **Printer Name** column.

After entering a printer name for all desired purchase order copies, the Create PO Confirmation window opens providing you a choice of continuing with the creation of purchase orders or returning to the Purchase Order List screen without creating purchase orders. If you decide not to create the purchase orders, you can return to any point in the process of selecting order lines for purchase order creation, or exit the program. Choosing to create the purchase orders results in the information on the purchase orders being updated in the appropriate records and the purchase orders being built and printed.

Once the purchase orders are created, use the maintenance functions in Purchase Order Entry to maintain them just as you do other purchase orders that are built using the Purchase Order Entry program.


vop001012 Create PO Confirmation
Items have been selected for PO creation.
Select a choice. Then Enter.
1. Create purchase order(s)
2. Resume item selection
Enter Help F11=Cancel

Create PO Confirmation window

Chapter 6: Pre-Purchase Order Entry

Overview

Occasionally, you may find it necessary to retrieve a purchase order number to give to a vendor without taking the time to build a complete purchase order. Yet, you do want to be able to create a formal purchase order for this purchase later. For example, you may be calling a vendor with a small emergency order of only one or two plumbing items so that you'll receive these items by a certain date at the request of a customer. You'd like to be able to give the vendor a purchase order number, and go back to build the full purchase order some time before these items are received. This can be accomplished by creating a pre-purchase order.

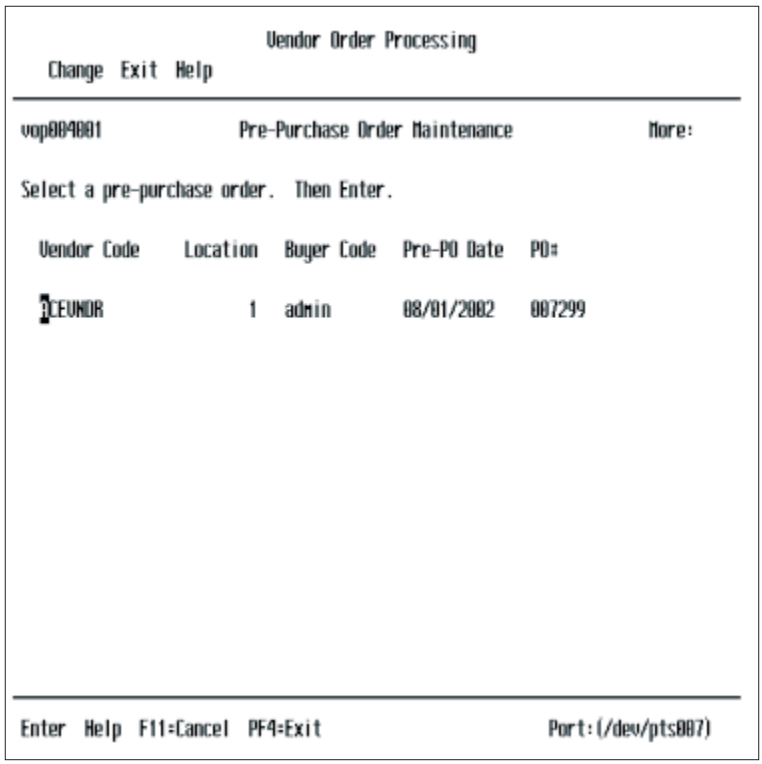
Pre-purchase orders are created and maintained using the Pre-Purchase Order Maintenance program, and they can be reported using the Pre-Purchase Order Report. Both of these programs are accessed from the Pre-Purchase Order Entry menu in Vendor Order Processing.

Before creating pre-purchase orders, you should establish durations for the number of days to retain unprocessed and deleted pre-purchase orders on your system using the History Durations program, which is discussed in your System Manager's Guide.

Pre-Purchase Order Maintenance

You can assign pre-purchase order numbers, modify pre-purchase order information, or delete a pre-purchase order using the Pre-Purchase Order Maintenance program. When you select **Pre-Purchase order maintenance** from the Pre-Purchase Order Entry menu, the Pre-Purchase Order Maintenance screen displays, listing all existing pre-purchase orders that have been assigned in reverse chronological order. For each pre-purchase order, the vendor code, location, buyer code, date of creation, and purchase order number are listed.

If no pre-purchase orders have been assigned, or if they have all been processed into actual purchase orders, "No selections" displays. You must assign at least one pre-purchase order using the Add feature before you can use the other features available in this program to maintain them.


Vendor Order Processing
Change Exit Help
vop004001 Pre-Purchase Order Maintenance More:
Select a pre-purchase order. Then Enter.
Vendor Code Location Buyer Code Pre-PO Date PO#
CEVNDR 1 admin 08/01/2002 007299
Enter Help F11=Cancel PF4=Exit Port:(/dev/pts007)

Pre-Purchase Order Maintenance screen

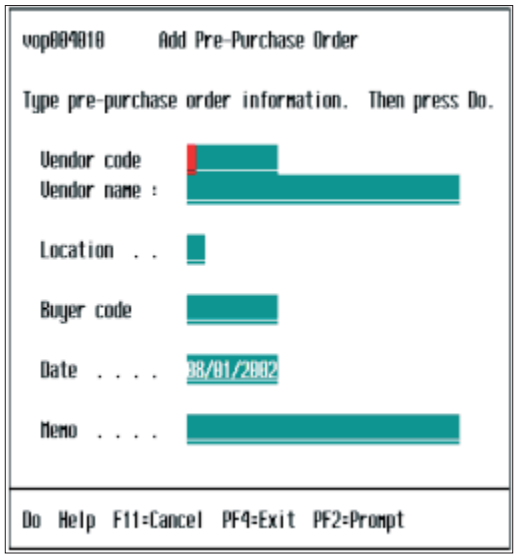
After establishing a pre-purchase order on your system, you can later call it up using the Purchase Order Entry program and build the purchase order from it. For more information about how to process pre-purchase orders into actual purchase orders, refer to Chapter 2: Purchase Order Entry.

Maintenance of pre-purchase orders is accomplished using three features: Add, Modify and Delete. These are available from the **Change** pull-down menu on the Pre-Purchase Order Maintenance screen. When modifying or deleting a pre-purchase order, select one to work with from those displayed before accessing the feature.

Your System Manager can set feature security on these features, which may prevent some operators from accessing them. Information and instructions on setting feature security are available in your System Manager's Guide.

Add Feature

Use the Add feature to establish a new pre-purchase order. To add a pre-purchase order, you are required to enter the vendor code, location, buyer code, and date. You may also enter a line of memo text as a reminder for the purpose of the pre-purchase order. This information is entered in the Add Pre-Purchase Order window which opens when you select the Add feature from the **Change** pull-down menu.



Add Pre-Purchase Order window

Vendor Code

At the **Vendor code** field, enter the vendor code of the vendor you will be purchasing the items from. The vendor code you enter must be an existing vendor code up to 10 characters. If you are unsure of the vendor code to enter, press **<Prompt> (PF2)** to look up the correct code. When you enter a valid vendor code, the vendor name is displayed in the vendor name field. Entry of a vendor code is required to add or modify a pre-purchase order.

Location

Enter the number of the location for which the merchandise will be ordered in the **Location** field. The location number you enter must be the number of an existing location. Your company's locations are initially determined upon installation of the ECS Pro system. If you are unsure of the location number to enter, press **<Prompt> (PF2)** to open the Location Selection window and choose one from those displayed. Entry of a location number is required to add or modify a pre-purchase order.

Buyer Code

You must enter your buyer code, or that of the buyer who created the pre-purchase order, in the **Buyer code** field. This must be an existing buyer code up to 10 characters. If you are unsure of the buyer code to enter, press **<Prompt> (PF2)** to open the Buyer Selection window and choose one from those displayed. Entry of a buyer code is required to add or modify a pre-purchase order.

Date

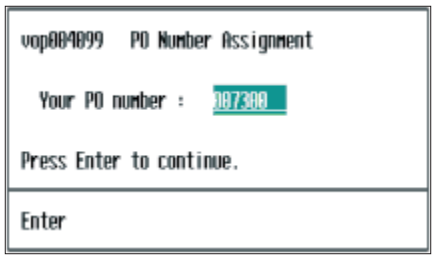
The default date initially displayed in the **Date** field is your current system date, or today's date. Press **<Enter>** to accept the displayed date, or enter another date for the pre-purchase order in the format MM/DD/YYYY. Entry of a pre-purchase order date is required to add or modify a pre-purchase order.

Memo

The **Memo** field accepts up to 30 characters. This field is useful as a reminder of the purpose the pre-purchase order is being created for. For example, if the pre-purchase order is being established for a quick order of some plumbing hardware requested by a customer, you might enter Special plumbing for Miller. Entry of memo text is not required to add or modify a pre-purchase order.

Purchase Order Number Assignment

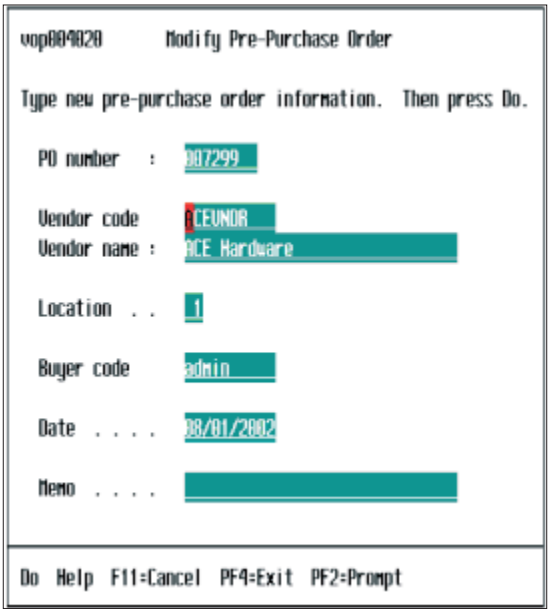
Once you have entered and accepted your pre-purchase order information, the PO Number Assignment window opens displaying the purchase order number assigned to the pre-purchase order you are adding. The purchase order number is assigned according to the preferences established by your System Manager using the Vendor Order Processing Preferences program. Information and instructions on this program are available in your System Preferences Guide.



PO Number Assignment window

Modify Feature

Use the Modify feature to change information for the pre-purchase orders on your system. Before accessing this feature, select the pre-purchase order to modify information for from those displayed on the Pre-Purchase Order Maintenance screen. When you access the Modify feature, the Modify Pre-Purchase Order window opens. This window contains fields identical to those in the Add Pre-Purchase Order window, except that the assigned purchase order number is displayed in the **PO number** field.


vop809020 Modify Pre-Purchase Order
Type new pre-purchase order information. Then press Do.
PO number : 007299
Vendor code ACEVNDR
Vendor name : ACE Hardware
Location . . 1
Buyer code admin
Date 08/01/2002
Memo . . . .
Do Help F11=Cancel PF4=Exit PF2=Prompt

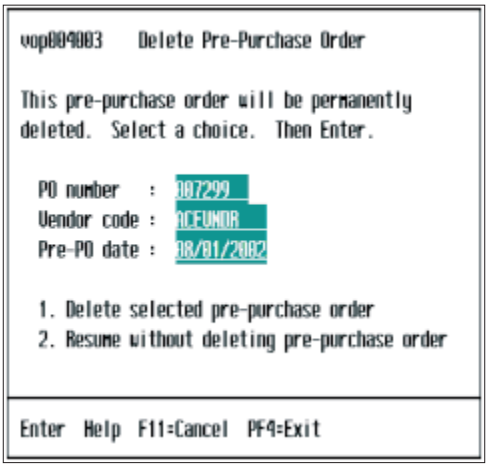
Modify Pre-Purchase Order window

The current value for each field for the selected pre-purchase order is also displayed. At each field, you can retain the displayed value, or enter a new value. Refer to the previous section "Add Feature" for information about these fields and acceptable entries. Purchase order number assignment does not take place when modifying information for a pre-purchase order, since the purchase order number was assigned when the pre-purchase order was initially added.

Delete Feature

Use the Delete feature to delete a pre-purchase order that you don't want to process into an actual purchase order. Pre-purchase orders that have been deleted are still included on the Pre-Purchase Order Report, discussed later in this section. Using this feature assigns a status of deleted to the pre-purchase order, and it does not actually remove the record from your system. The purging program removes pre-purchase orders due for deletion each day. You must specify the length of time to keep deleted pre-purchase orders on your system, as well as those that are unprocessed. These durations are established using the History Durations program, which is discussed in detail in your System Manager's Guide. For more information about pre-purchase statuses, refer to the section "Status Option" later in this section.

Before accessing this feature, select the pre-purchase order to delete from those displayed on the Pre-Purchase Order Maintenance screen. When you access the delete feature, the Delete Pre-Purchase Order window opens. This window displays the purchase order number, vendor code and pre-purchase order date of the selected pre-purchase order, and allows you to choose whether to continue with the delete.

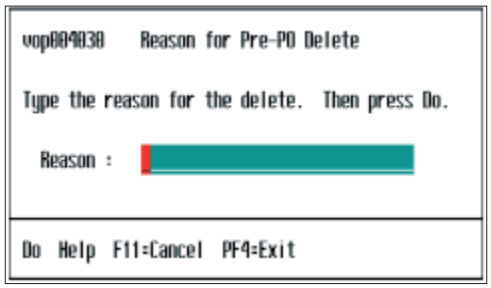

vop004003 Delete Pre-Purchase Order
This pre-purchase order will be permanently deleted. Select a choice. Then Enter.
PO number : 007299
Vendor code : ACEUNOR
Pre-PO date : 08/01/2002
1. Delete selected pre-purchase order
2. Resume without deleting pre-purchase order
Enter Help F11=Cancel PF9=Exit

Delete Pre-Purchase Order window

Select **Delete selected pre-purchase order** to delete the selected purchase order or to resume Pre-Purchase Order Maintenance without deleting the selected purchase order, choose **Resume without deleting pre-purchase order**. If you choose to delete the pre-purchase order, it is no longer displayed when the cursor returns to the Pre-Purchase Order Maintenance screen.

Reason for Pre-Purchase Order Delete

When you choose to delete a pre-purchase order, the Reason for Pre-PO Delete window opens. Enter up to 30 characters describing the reason you are deleting the selected purchase order. This allows you to keep an audit trail of your deleted purchase orders, since the text you enter prints on the Pre-Purchase Order Report.

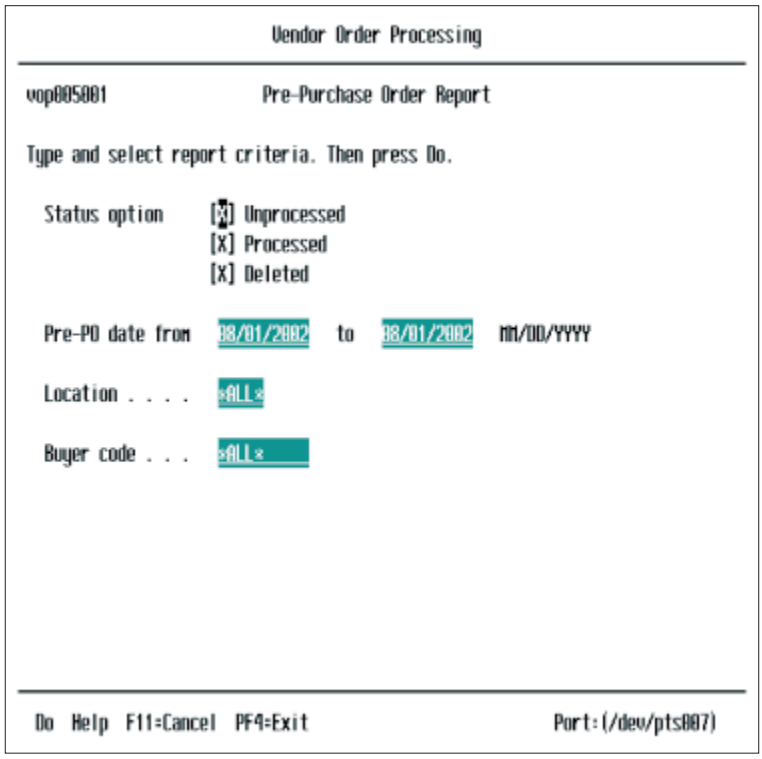


Reason for Pre-PO Delete window

Pre-Purchase Order Report

Use the Pre-Purchase Order Report program to print a list of all pre-purchase orders on your system, including those that have been processed into purchase orders and those that have been deleted. This report is useful as an audit trail of your purchase orders.

When you access the Pre-Purchase Order Report from the Pre-Purchase Order Entry menu, the Pre-Purchase Order Report screen displays, requiring you to enter the criteria to determine the pre-purchase orders that will be included on the report. These criteria include status options, dates, locations, and buyer codes for the pre-purchase orders.


Vendor Order Processing
vop805001 Pre-Purchase Order Report
Type and select report criteria. Then press Do.
Status option [X] Unprocessed
[X] Processed
[X] Deleted
Pre-PO date from 08/01/2002 to 08/01/2002 MM/DD/YYYY
Location . . . . *ALL*
Buyer code . . . *ALL*
Do Help F11=Cancel PF9=Exit Port:(/dev/pts807)

Pre-Purchase Order Report screen

Status Option

Each pre-purchase order on your system is assigned one of three different statuses: unprocessed, processed, or deleted.

An unprocessed pre-purchase order is a pre-purchase order that has been added using the Pre-Purchase Order Maintenance program, but has not yet been processed into an actual purchase order or deleted.

A processed pre-purchase order is one that has been processed into an actual purchase order using either the Purchase Order Entry program or the Create Purchase Orders from Order program.

A deleted pre-purchase order is one that has been deleted using the Delete feature in Pre-Purchase Order Maintenance.

When you print a Pre-Purchase Order Report, it is possible to include all pre-purchase orders that meet your criteria, regardless of their status. At the **Status option** field, choose the statuses of the pre-purchase orders to report. You may report pre-purchase orders with one, two, or all three statuses. The default setting at this field is to include pre-purchase orders with all three statuses.

Date Range

At the **Pre-PO date from** and **Pre-PO date to** fields, enter the range of dates in which the pre-purchase orders were created. The date range initially displayed on the Pre-Purchase Order Report screen always begins with the first day of the current month and ends with the current date. You can press **<Enter>** at both fields to retain the displayed date range, or another date as long as the to date is greater than or equal to the from date. Dates must be entered in the format MM/DD/YYYY.

Location

Enter the number of the location merchandise will be ordered for in the **Location** field. The location number you enter must be the number of a location currently on your system. Your company's locations are initially determined upon installation of the ECS Pro system. If you are unsure of the location number to enter, press **<Prompt> (PF2)** to open the Location Selection window and choose one from those displayed.

To report pre-purchase orders for all locations, accept the default *ALL*.

Buyer Code

At the **Buyer code** field, enter the buyer code of the buyer who created the pre-purchase orders to report. This must be a buyer code up to 10 characters that has previously been established on your system. If you are unsure of the buyer code to enter, press **<Prompt> (PF2)** to open the Buyer Selection window and choose one from those displayed.

To report pre-purchase orders created by all buyers, accept the default *ALL*.

When all criteria has been selected, press **<Do>** to accept it and the Print Selector opens. Refer to your ECS Pro User's Guide for information and instructions on using the Print Selector.

Information Printed on a Pre-Purchase Order Report

The Pre-Purchase Order Report includes several pieces of information for each pre-purchase order that matches the criteria you enter on the Pre-Purchase Order Report screen. The table below lists and defines the information that is displayed for each pre-purchase order.

Pre-Purchase Order Report Column Definitions

Column	Definition
Status	Status assigned to this pre-purchase order: UNP = unprocessed, PRO = processed, and DEL = deleted.
PO #	Purchase order number assigned to this pre-purchase order by the Pre-Purchase Order Maintenance program.
Pre-PO Date	Date this pre-purchase order was created.
Vendor Code	Vendor code of the vendor this pre-purchase order was created for.
Loc.	Location this pre-purchase order was created for.
Buyer Code	Buyer code of the buyer who created this pre-purchase order.
Memo	Text that may have been entered as a memo for this pre-purchase order in the Pre-Purchase Order Maintenance program.
Reason	Reason why this pre-purchase order was deleted, as entered in the Pre-Purchase Order Maintenance program; displays only for pre-purchase orders with a status of Deleted.